

Capgemini ASE UK Privacy Notice

Accelerated Solutions Environment (“ASE”) is part of Capgemini UK Plc and Capgemini Group worldwide. ASE offers a range of methods and processes to help organisations tackle and solve complex business challenges. We are a facilitation and collaboration capability delivering events, creative outputs and visualisation services. The ASE is committed to protecting the confidentiality and privacy of information entrusted to us. We comply with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. Please read this Privacy Notice to learn about your rights, what personal data we collect and how we use, store and protect this information.

1. Who collects your personal data?

Capgemini UK Plc is the Data Controllers and can be contacted at 1 Forge End, Woking, Surrey, GU21 6DB, UK, a Registered Company Number 943935.

Capgemini UK Plc’s Privacy Policy is available at <https://www.capgemini.com/gb-en/privacy-policy/>

Our Data Protection Officer can be contacted at DSRR-UK@capgemini.com and via the Privacy Policy.

2. What personal data do we collect?

Personal Data

We collect the following personal data to deliver our services:

- Name
- Email Address
- Address
- Job title
- Photographs of you (taken at our events)
- Videos (recorded at our events)
- Qualifications and experience details (where necessary and where provided by you)

Special Categories of Personal Data

We may collect the following special categories of personal data to deliver our services:

- Physical and / or mental health
- Racial and / or ethnic origin
- Religious or philosophical beliefs (where voluntarily provided by you)
- Sexual orientation (where voluntarily provided by you)
- Biometrics (where used for identification)

Data about children (Under 13) and young people (13 and over)

We do not regularly or systematically collect data about children and young people. A child is anyone who is under 13 years old. A child's data protection and privacy rights will be exercised by their parents, guardians or those with parental responsibility. ASE will only seek to engage directly with young people, who are 13 years old and older. From time to time, we hold events that are open to young people and those that encourage school and college pupils to develop their education options and career aspirations. We will adopt transparent processes when collecting, using and storing data about young people.

Where we request consent from young people, we will provide age-appropriate information and encourage them to inform their parents, guardians and those with parental responsibility, when they exercise their data protection and privacy choices. A pupil's school or college may also be involved in facilitating a young person's consent, where this is appropriate. We may occasionally receive details about children attending meetings and events we host with their parents, guardians or a person exercising parental responsibility, but these data will be limited, incidental and will be kept with the parents' or guardians' information only for as long as necessary.

3. How do we collect your personal data?

We collect personal data from you, in person by electronic or manual methods, from your team and from a third-party organisation that you have instructed to provide us with personal data on your behalf. We may also collect information from your online forms.

4. What are our lawful reasons for collecting, using and storing personal data?

Contract

We may collect, use and store personal data to begin a business relationship, perform our contractual obligations and maintain our business relationship with you.

Consent

We may rely on your freely given consent, given to us at the time you provided your personal data to us.

Legitimate Interest

We may rely on our legitimate interests based on our evaluation that the collection, use and storage of your personal data is fair, reasonable and balanced.

These legitimate interests include:

- Delivering services to our direct clients – providing professional services that our direct clients have engaged us to provide.
- Delivering services to Capgemini's clients – providing professional services that Capgemini's clients have engaged us to provide.
- Direct marketing – providing timely market insights and speciality knowledge we believe is welcomed by our business clients, subscribers and individuals who have interacted with us.

5. Do we share personal data with third parties?

We will share personal data with trusted third parties to help us deliver efficient and quality services. These recipients are contractually bound to safeguard the data we entrust to them, keep personal data secure and comply with data protection laws.

We will share personal data with the following types of organisations and individuals:

- Companies within Capgemini Group, worldwide. Capgemini has Binding Corporate Rules (BCRs) to facilitate this. These are available at <https://www.capgemini.com/resources/capgemini-binding-corporate-rules/>
- Organisations that support us as we provide our services, such as delivery partners who assist us to deliver ASE's and Capgemini's services
- Parties that support our business administration as we provide our services (such as, social media platforms, online ticket booking facilities, telecommunication systems providers, mailroom support, IT system support, document production services and cloud-based software services).
- Marketing services providers.

6. Do we transfer your personal data outside the European Economic Area (EEA)?

We may transfer personal data to organisations in the Capgemini Group and reputable third-party organisations located inside or outside the EEA when we have a business reason to use these organisations. Each organisation is required to safeguard personal data in line with our contractual obligations and data protection laws.

7. How long do we retain personal data?

We will retain your personal data for 5 years after the end of providing services to you and your account has been closed. We may also retain your personal data to stay in contact with you, to comply with applicable laws, regulations and professional obligations or to fulfil a specific contractual requirement.

8. What about personal data security?

We have put in place appropriate technical and organisational security policies and procedures to protect personal data (including special category personal data) from loss, misuse, alteration or destruction. We aim to ensure that access to your

personal data is limited only to those who need to access it. Those individuals who have access to the data are required to maintain the confidentiality of such information.

9. What are your data protection rights?

You have the following rights:

Access – ask if we hold your personal data, and if so, request a copy

Correction – correct records that you believe are incorrect or incomplete

Erasure – delete your personal data after you withdraw consent or if kept too long

Temporary restrictions - request it to contest the accuracy of your personal data, preserve data for use in a legal claim or to contest our legitimate interest use.

Data portability – ask us to transfer personal data to another company, if feasible

Automated Individual Decision Making - ask us to explain our automatic decisions

Object to Direct Marketing including Profiling – ask us to stop these activities

Withdraw Consent – withdraw (stop) the consent you previously given to us

To exercise your rights, please apply to enquiriesukase.uk@Capgemini.com

We may need to request specific information from you to help us confirm your identity. This helps us to ensure that personal data is not disclosed to any person who does not have a right to receive it.

10. What about concerns and complaints?

You may contact the Information Commissioner's Office, the UK data protection and privacy regulator at <https://ico.org.uk/concerns/handling/> to report concerns you may have about our data handling practices, after you have made contact with us and given us the opportunity to investigate your concern.

11. Do we change this Privacy Notice?

We regularly review this Privacy Notice. We may update this Privacy Notice at any time. This Privacy Notice was last updated in September 2018.