HELLMAN & FRIEDMAN

EMPLOYEE PRIVACY NOTICE

(Europe)

1. PURPOSE OF THIS NOTICE

1.1 This Notice details the **Personal Data** (defined below) Hellman & Friedman LLC, a limited liability company incorporated in Delaware with a principal place of business at 415 Mission Street, Suite 5700, San Francisco, CA 94105, Hellman & Friedman LLP, a limited liability partnership incorporated in England and Wales with registered address The Brunel Building, 2 Canalside Walk, London, W2 1DG and/or their affiliates (collectively the "**Firm**", the "**Hellman & Friedman Group**", "**Company**", "**we**", "**us**" or "**our**") receives about its employees and their Restricted Persons (defined below), dependents, beneficiaries, household members and next of kin who are based in Europe, how we process it and rights and obligations in relation to such processing. This Notice and the rights contained in it apply to Firm employees located in Europe ("**Europe Employees**"), unless otherwise noted.

1.2 This Notice is based in part on the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419) and the UK Data Protection Act 2018, (as amended by the Data (Use and Access) Act 2025), each as may be amended from time to time (the "**UK GDPR**") and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as amended from time to time, and any relevant local legislation (the **"EU GDPR**" and together with the UK GDPR, the **"GDPR"**).

2. FIRM AND DATA CONTROLLER CONTACT DETAILS

2.1 The Firm may be contacted at the below for all questions relating to this Notice:

E-mail: privacy@hf.com

Phone: +1 (415)-788-5111

Post: 415 Mission Street, Suite 5700, San Francisco, CA 94105

2.2 For the purposes of the GDPR, the Firm entity which employs you (or, if you are a Restricted Person, the Firm entity which employs the person who provided us with your Personal Data) is the initial controller of your Personal Data. As described in Section 6 below (*To Which Third Parties Does the Firm Disclose Personal Data Under this Notice?*), that Firm entity may share your Personal Data with other Firm entities, who will Process your Personal Data as an independent controller and as described in this Notice. Europe Employees may contact the Firm at the below with respect to matters relating to its responsibilities as the data controller:

E-mail: privacy@hf.com

Phone: +44 (0)20 7839 5111

Post: The Brunel Building, 2 Canalside Walk, London, W2 1DG

3. SCOPE

3.1 This Notice applies to Europe Employees and their Restricted Persons, dependents, beneficiaries, household members and next of kin who are based in Europe and whose Personal Data is processed by the Firm.

3.2 **Definitions:**

(a) "**Data Subject**" means an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identify of that natural person.

(b) "**Personal Data**" means any information relating to a Data Subject.

(c) "**Special Category Personal Data**" means Personal Data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data (for the purpose of uniquely identifying the Data Subject), physical or mental health, or sex life or sexual orientation, whether or not collected or used by the Firm.

(d) Where applicable, the GDPR prescribes the way in which the Firm may collect, retain and handle Personal Data (including Special Category Personal Data). The Firm will comply with applicable requirements of the GDPR, and all employees who handle Personal Data in the course of their work must also comply with the GDPR (see further Section 9 (*Your Obligations in Relation to Personal Data*) below).

(e) Where applicable, the GDPR requires that any Personal Data held by the Firm should be processed according to the following principles. Personal Data should:

(i) be processed fairly and lawfully, and in a transparent manner;

(ii) be collected for specified, explicit and legitimate purposes and not further processed in any manner incompatible with those purposes;

(iii) be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

(iv) be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

(v) not be kept in a form which permits identification of a living individual for longer than is necessary for the purposes for which the Personal Data are processed; and

(vi) be processed in a manner that ensures appropriate security of the Personal Data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

(f) The GDPR also provides certain rights, as outlined at Section 8 (*GDPR Rights in Relation to Personal Data Processed under this Notice by the Firm*) below.

4. WHAT PERSONAL DATA DOES THE FIRM COLLECT UNDER THIS NOTICE?

4.1 The Firm collects Personal Data about its employees and where applicable, the employee's Restricted Persons, dependents, household members, beneficiaries and emergency contacts, in connection with their employment with the Firm. If any of your information changes, please let us know at the earliest opportunity so that our records can be updated (see Section 9 (*Employee Obligations in Relation to Personal Information*) for more details).

4.2 The Firm may collect the following types of Personal Data about you, your Restricted Persons and any of your dependents, beneficiaries, household members or next of kin, as relevant, as part of your employment with the Firm:

(a) data related to work eligibility including identity information such as title, full name, gender, citizenship, nationality, date of birth, photograph, passport or other unique ID number and details of any visa or work permit application, each as permitted by applicable law or regulation;

(b) contact details such as home and work address, phone number(s), email address(es), emergency contacts, beneficiaries and next of kin;

(c) personal and family details such as place of birth, marital or domestic partner status, dependent information, language and family composition;

(d) health information regarding yourself and your family, including physical and mental health or condition, medical and health screening details, disabilities, meal preferences and food allergies and records of benefits entitlements and utilisation, as applicable;

(e) data related to diversity monitoring information, such as gender and race or ethnicity, where disclosed voluntarily;

(f) data with respect to the execution of the employment contract or engagement, including presence and absence (whether due to sickness or otherwise), accident reporting, occupational health and safety information, work schedules, responsible duties, employee ID, time recording, vacation, maternity/paternity leave, secondments, training records, notes regarding discussions between yourself and Firm management, performance appraisals and documents relating to complaints, grievances, disciplinary actions, career progression and promotions, demotions, retirement and termination of employment or engagement and related data including notice periods, reasons for leaving and exit interviews; data with respect to onboarding and career management and development, including date of hire, employee category, full/part-time status, qualifications, references, referee information, resumé(s) or curriculum vitae, language(s) spoken, background checks (including education, professional licenses, civil/litigation and criminal records, regulatory matters, directorship, social media accounts and credit check information), as permitted by applicable law or regulation, and membership in professional associations or other groups;

(g) data required in relation to insider trading compliance policies, including details of personal trading, accounts, holdings or other transactions, a persistent identifier (e.g., a unique user information in a cookie), details of bank or brokerage account and other financial information (including, without limitation, name of broker, transaction and securities details, account holdings and balances, positions, amounts, account holder information and other account information), in each case in respect of you or your spouse, registered domestic partner (or the equivalent), any child under the age of 18, any child under the age

of 25 for whom you contribute materially to their support or any other relative residing with you (your "**Restricted Persons**");

(h) data required in relation to anti-bribery and sanctions as well as other compliance purposes, including details of political contributions, gifts and entertainment provided or received, outside business activities, and litigation or other legal matters, in each case in respect of you or your Restricted Persons;

(i) compensation, interests in funds sponsored by the Firm or its affiliates, benefits and other financial data, including current and past salary details, your bank, building society or other financial institution account details, taxpayer ID, bonuses, expenses, pensions, corporate credit card details, payments to family and dependents and court judgments;

(j) data related to use of building access control systems, including time and location of entry and exit, access to restricted zones and security camera footage data related to access to and usage

(k) geolocation and biometric data, where relevant, of office equipment and resources including but not limited to phones, computer systems, email and the internet, cost recovery systems, document management systems, contact management systems and online databases, which may include facial or thumbprint recognition; and

(l) data related to travel and general work location, which could be at the city level in the U.S. or at the country level outside the U.S., during typical working hours, including where travelling for work, for the purposes of the working relationship and for tax analytics, including where applicable, driver's licence and passport details, work location information taxpayer ID, special meal requests, travel preferences, and loyalty program numbers.

4.3 The Firm will monitor use of your Firm email account and any other communications concerning the Firm's business (including through SMS, WhatsApp and similar channels), calls, voicemail and any other messages, Firm phone lines (including any mobile provided by the Firm for your business use) and the internet while on Firm systems in accordance with the policies set forth in Section 11 (*Related Policies*).

4.4 We receive information about you directly from you, as well as from other sources including Firm systems, benefits providers, past employers, recruitment agencies, compliance monitoring agencies, background check and pre-employment screening providers, public searches as well as brokerage firms from which we receive trading data feeds. Where such information is obtained from other sources, this Notice serves as the information required under Article 14 of the GDPR. The categories of Personal Data collected, purposes, and legal bases are set forth in Section 4 and Appendix I.

5. HOW DOES THE FIRM USE PERSONAL DATA UNDER THIS NOTICE?

5.1 The Firm will use Personal Data for the purposes set out in the table in Appendix I. This table also sets out the legal bases for processing relied upon by the Firm to process Personal Data pursuant to the GDPR.

5.2 Personal Data relating to your dependents, beneficiaries, next of kin and/or other Restricted Persons will be processed by the Firm for a variety of reasons, such as the administration of pension and/or retirement plans, compliance purposes and health insurance programs and other benefits, travel on international assignments or as part of your benefits where applicable, and as a contact in emergency situations. ***It is your responsibility to inform such persons about the processing of***

their Personal Data for the described purposes and to confirm that they have given their permission.

5.3 Personal Data will be handled by the Firm in accordance with this Notice and the applicable Hellman & Friedman Policies (defined below), including (i) the Confidentiality; Investor Information; Destruction of Documents Policy, (ii) Recordkeeping Policies and Procedures, (iii) the Written Information Security Program (including the Data Destruction & Disposal Policy) and (iv) the Data Protection Policy.

5.4 Personal Data may be retained in accordance with the policies and procedures of the Firm adopted from time to time ("**Policies**"), including to administer Firm practices effectively and (a) to meet the Firm's or its affiliate's legal obligations, such as those required by applicable law or regulation, legal or judicial process, decision of a court or arbitral tribunal, decision of a governmental authority with relevant powers, or by the rules of applicable stock exchange or recognized market place, or by a regulator, bank examiner or self-regulatory organization or pursuant to mandatory ethics rules applicable to the Firm or its affiliates or (b) for legitimate interests such as those (i) reasonably required in relation to any claim or investigation pursuant to applicable law or regulation and/or any matter which may lead to such a claim or investigation (a "**Claim or Investigation**") or (ii) to address business or audit needs.

6. TO WHICH THIRD PARTIES DOES THE FIRM DISCLOSE PERSONAL DATA UNDER THIS NOTICE?

6.1 Personal Data will, in certain circumstances, be disclosed to other entities in the Hellman & Friedman Group and to third parties for the purposes described in Appendix I. These third parties may provide the following services, which may be updated from time to time:

(a) information security and IT providers including device tracking providers;
;

(b) physical security providers (e.g., office security);

(c) compliance monitoring agencies and other compliance service providers including those used to determine general employee location for tax and cybersecurity purposes;

(d) background check and pre-employment screening providers;

(e) information portals and accounting systems relating to investments in the Portfolio Companies (as defined below);

(f) reimbursement and payment tracking services;

(g) other payment systems;

(h) human resources information system and payroll services providers;

(i) training and communication providers;

(j) benefits brokers;

(k) pensions providers and retirement account custodians;

(l) medical, dental and vision insurance providers and health benefits concierge services;

(m) expat or travel insurance providers and travel or relocation agencies;

(n) disability and life assurance or insurance providers;

(o) health or flexible spending account providers;

(p) travel agencies for the purposes of arranging employment-related travel;

(q) visa and immigration application advisers;

(r) other professional advisors, such as tax consultants, related software applications and law firms;

(s) corporate credit card providers;

(t) emergency contact, emergency management and occupational health and safety service system providers;

(u) financial institutions, business partners of and vendors to the Firm, funds affiliated with the Hellman & Friedman Group or its Portfolio Companies;

(v) corporate services vendors to the Firm and funds affiliated with the Hellman & Friedman Group;

(w) Portfolio Companies; and

(x) existing or potential investors, or their representatives, in funds affiliated with the Hellman & Friedman Group.

6.2 Where the Firm is under an obligation or permitted to do so by applicable law or regulation, it may disclose Personal Data to regulators, courts, the law enforcement or tax authorities, or in the course of litigation or other legal or regulatory matters. In some cases, it may not be reasonably practicable or possible in accordance with applicable law or regulation to notify you in advance about the details of such disclosures. The Firm will use reasonable efforts to disclose the minimum Personal Data necessary in such cases.

6.3 The Firm will use reasonable efforts to require that its vendors protect Personal Data with appropriate security measures and prohibit them from using your data other than as instructed by the Firm.

6.4 Personal Data may also be disclosed to a third party such as your bank, mortgage company, lender, credit agency, other financial institutions, landlord or prospective employer, upon your request.

7. INTERNATIONAL TRANSFERS OF PERSONAL DATA

7.1 The Firm is part of the Hellman & Friedman Group (as defined below), including Hellman & Friedman LLC located in the United States. All Personal Data will be accessible from and will be transferred to United States for the purposes of corporate oversight within the Hellman & Friedman Group and may also be transferred to the locations of any Portfolio Companies. "**Hellman & Friedman Group**" means the Firm and any entity controlled by or under common control with the Firm, excluding any Portfolio Companies. "**Portfolio Companies**" means the portfolio companies

in which funds affiliated with the Firm or any members of the Hellman & Friedman Group are invested or propose to invest.

7.2 In addition, the Firm has centralized certain aspects of its data processing and human resources administration in order to allow for coordinated business management. This centralization will result in the transfer of Personal Data to Hellman & Friedman LLC in the United States.

7.3 The Firm takes appropriate and necessary security and legal precautions to ensure the safety and integrity of Personal Data that is transferred within the Hellman & Friedman Group. Where a transfer of Personal Data within the Hellman & Friedman Group involves a transfer of Personal Data outside the UK or the European Economic Area ("**EEA**"), the Personal Data that we collect will be transferred to and stored at/processed in the United States under the Firm's Intercompany Agreement for the Transfers of Data Between Hellman & Friedman Entities. Please contact the Firm, pursuant to Section 2.1, should you wish to review the relevant portions of this agreement.

7.4 When the Firm discloses Personal Data to its vendors in Section 6 (*Disclosures of Personal Data*) that transfer Personal Data outside of the UK or the EEA we seek safeguards that are recognized under applicable data protection law, which includes contractual commitments by the third party where required. Please let us know if you would like further information about this.

8. RIGHTS UNDER GDPR AND SIMILAR INTERNATIONAL LAWS

8.1 Where the GDPR or similar international law applies, you may have the following rights in relation to personal information that constitutes "personal data" as defined by applicable law or regulation:

8.2 Right to be Informed

You may have the right to be informed about the collection and use of your Personal Data.

8.3 Right to Access:

You may have the right to ask the Firm to access the Personal Data we hold about you and be provided with certain information about how we process your Personal Data and to whom we disclose it.

8.4 Right to Rectification:

You may have the right to ask us to correct your Personal Data where it is inaccurate or incomplete.

8.5 Right to Portability:

Where you have provided your Personal Data to us for your employment (or other) contract, you may have the right to ask us for a copy of this data in a structured, machine-readable format and to ask us to share (port) this data to another data controller.

8.6 Right to Erasure:

In certain circumstances, you may have the right to ask us to delete your Personal Data that the Firm holds:

(a) where you believe that it is no longer necessary for us to hold your Personal Data (for example, when you are no longer in employment with us, subject to any requirement for us to retain your data pursuant to applicable law or regulation, Policies or as reasonably required in relation to any Claim or Investigation);

(b) where you withdraw consent on which the processing is based and where there is no other legal ground for the processing;

(c) where we are processing the Personal Data on the basis of legitimate interests and you object to such processing and we cannot demonstrate an overriding legitimate ground for the processing; or

(d) where you believe the Personal Data we hold about you is being unlawfully processed by us.

8.7 Right to Restrict Certain Processing:

In certain circumstances, you have the right to ask us to restrict (stop any active) processing of your Personal Data:

(a) where you believe the Personal Data we hold is inaccurate and while we verify its accuracy;

(b) where we want to erase your Personal Data as the processing is unlawful but you want us to continue to store it;

(c) where we no longer need your Personal Data for the purposes of our processing but you require us to retain the data for the establishment, exercise or defence of legal claims; or

(d) where you have objected to us processing your Personal Data based on our legitimate interests and we are considering the objection.

8.8 Right to Object:

You may have the right to object to our processing of your Personal Data based on our legitimate interests and we may no longer process your Personal Data unless we can demonstrate an overriding legitimate ground.

8.9 Rights regarding certain Automated Decision-Making:

While you may have the right to contest a decision made about you based purely on automated decision-making, we do not currently use automated decision-making, as that term is used in applicable Law or regulatory guidance. Accordingly, this right is inapplicable.

8.10 Right to Withdraw Consent:

As described in Appendix I of this Notice, we only process your Personal Data on the basis of consent in limited scenarios. Where you have provided your consent to us for processing your Personal Data, you may have the right to withdraw your consent, but this does not affect the validity of processing carried out prior to your withdrawal.

8.11 Right to Complain:

You may have the right to complain directly to the controller concerning how your Personal Data is processed.

8.12 To exercise any of these rights, as applicable, above, please contact privacy@hf.com. This is without prejudice to your right to raise a complaint with the data protection supervisory authority in the location in which you live or work or where you think we have infringed data protection laws.

8.13 Please note that these rights are limited, for example, where fulfilling your request would adversely affect other individuals or the interests of any member of the Hellman & Friedman Group (including their proprietary information, trade secrets or intellectual property), where there are overriding public interest reasons or where we are required by applicable law or regulation, Policies or in relation to any Claim or Investigation to retain your Personal Data.

9. YOUR OBLIGATIONS IN RELATION TO PERSONAL DATA

9.1 It is important that you inform us of changes to your Personal Data as soon as possible by updating your information in UKG Pro, and/or by contacting Human Resources or Compliance, as applicable. These include changes to the following:

(a) name;

(b) contact details (home address, phone number(s), email address(es));

(c) marital or domestic partner status;

(d) dependents (e.g. for private medical or other insurance purposes);

(e) emergency contacts and next of kin;

(f) bank details for direct deposit purposes;

(g) brokerage account and investment information, outside business activities/affiliations, political contributions and professional and educational qualifications;

(h) tax code, if relevant in your jurisdiction such as the United Kingdom; or

(i) Restricted Persons.

9.2 You are to provide a copy of this Notice to any of your Restricted Persons and to any other dependents or household members who are over age 16.

9.3 You are to inform such individuals about the processing of their Personal Data under this Notice and to confirm that they have given their permission for such processing.

9.4 You may consent to and/or change your preferences with respect to disclosing your gender, race or ethnicity information in UKG Pro.

9.5 You may have access to Personal Data about other individuals and use this data in the course of carrying out your work duties. Under the GDPR, the Firm must ensure that the Personal Data it processes about its investors, employees, suppliers or other third parties is processed securely and used only for appropriate purposes. You must take all reasonable steps to maintain the security of all Personal Data processes by the Firm to which you have access and you will use such Personal Data appropriately at all times.

9.6 If you fail to provide certain Personal Data on request, the Firm may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), and in unusual cases, may not be able to continue your employment.

9.7 Failure to comply with this Notice may result in disciplinary action up to and including dismissal without notice.

10. CHANGES TO THIS NOTICE

10.1 We may update this Notice from time to time. This Notice was last updated on September 1, 2026. Any updated Notice will be made available to you on the Hellman & Friedman intranet or through UltiPro.

11. RELATED POLICIES

11.1 Please see the applicable Hellman & Friedman Policies and procedures, including:

(a) The Hellman & Friedman LLC Compliance Manual and Code of Ethics (the "**LLC Manual**"), including the following sections of the LLC Manual in particular:

(i) Confidentiality Policy; Investor Information; Destruction of Documents

(ii) Protection of Inside Information and the Prohibition Against Insider Trading Policy

(iii) Code of Ethics

(iv) Political Contributions

(v) Gifts and Entertainment; Meetings with Investors

(vi) Social Media

(b) The Hellman & Friedman LLC Manual Policies and Procedures, including the following sections in particular:

(i) Recordkeeping Policies and Procedures

(c) The Hellman & Friedman Additional Policies and Procedures, including the following sections in particular:

(i) Voicemail, Email, Instant Messaging and Computer Systems

(d) The Hellman & Friedman Written Information Security Program

(e) The Hellman & Friedman Data Protection Policy

(f) Hellman & Friedman LLP Compliance Manual

(g) Hellman & Friedman LLP Employee Handbook

APPENDIX I

PURPOSES FOR PROCESSING EMPLOYEE DATA[1]

Purpose of Use	Categories of Personal Data Processed/Collected for Each Purpose	Legal Basis for Processing Employees' Personal Data
Recruitment, including, verifying eligibility to work, obtaining professional and personal references and screening of educational and professional background data prior to and during the course of the interviewing process and employment, including carrying out credit, criminal record and other background checks (as permitted by applicable law or regulation), and reporting diversity or equal opportunity information, where voluntarily provided.	Identity information such as title, full name, previous names, gender, citizenship, date of birth and proof of eligibility to work. Medical and health screening details. Past employment and personal references, details of educational history, details of professional history including date of hire, employee category, full time or part-time status, qualifications, references, referees, resume or curriculum vitae information and professional license information, and, where voluntarily provided, gender, race, ethnicity and place of birth or nationality, as permitted by applicable law or regulation. Details of civil, regulatory or criminal matters or convictions (as permitted by applicable law or regulation).	Necessary for entry into an employment contract. Necessary for Firm to meet its legal obligations as an employer. Necessary for Firm's legitimate interests. Necessary for diversity monitoring.
Compliance with all relevant legal, regulatory and administrative obligations and responsibilities of the employer in relation to its role as your employer and in relation to your employment, whether such obligations and responsibilities are in the jurisdiction where you are based or elsewhere.	Compensation, benefits and other financial data, including current and past salary and other remuneration details (including bonus), records of benefits, tax identifiers, location data for tax analytical purposes, National Insurance number, bank account details and, where voluntarily provided, gender, race, ethnicity and nationality, as permitted by applicable law or regulation.	Necessary for Firm to meet its legal obligations as an employer. Necessary for Firm's performance of an employment contract. Necessary for diversity monitoring.
Personnel administration including maintaining contact information (and emergency	Contact details such as home and work address, phone numbers, email addresses, emergency	Necessary for Firm's legitimate interests.

[1] We may use automated tools, including artificial intelligence and machine learning, to analyze data for the purposes described in this notice.

Purpose of Use	Categories of Personal Data Processed/Collected for Each Purpose	Legal Basis for Processing Employees' Personal Data
contact information) for all staff, temporary workers, contractors, interns.	contacts and next of kin information (name, contact number or email address).	To protect the vital interests of the data subject.
Managing and reporting on disciplinary matters, grievances, queries and complaints, absences, and the termination of employment or engagement (including provision of references).	Data with respect to the execution and termination of the employment contract including notes regarding discussions with Firm management, performance appraisals, compliance breaches and documents relating to complaints, grievances, disciplinary actions, promotions and demotions.	Necessary for Firm's performance of an employment contract. Necessary for Firm's legitimate interests.
Managing and reporting on sickness absence or disability leave, occupational health and safety services, maternity and paternity leave, the health, safety and well-being of workers (including statutory health and safety reporting).	Health information, which may include physical and mental health conditions, disabilities, sickness absence records and accident-related data and any other health information related to pandemic or public health matter, including, but not limited to, current or former diagnostic test data, symptom information or daily health check questionnaire information.	Necessary for Firm's performance of an employment contract. Necessary for Firm to meet its legal obligations as an employer. For legitimate interests.
The administration of salaries, wages, bonuses and benefits, the management and execution of occupational pension, life, disability and retirement insurance schemes (including for relevant dependents), and the reimbursement of expenses.	Compensation, benefits and other financial data, including current and past salary details, records of benefits entitlements, details relating to bonuses, expenses, pensions and use of corporate credit cards. Identifying of dependents, where schemes also cover dependents.	Necessary for Firm's performance of an employment contract. Necessary for Firm to meet its legal obligations as an employer. Necessary for Firm's legitimate interests.
Management of employees, including performance reviews, Portfolio Company secondments, training and career planning, competency and professional qualification reviews, promotions and restructuring.	Data with respect to the execution of the employment contract and continuing professional development such as secondments, training records, performance appraisals, career progression and promotions.	Necessary for Firm's performance of an employment contract. Necessary for Firm to meet its legal obligations as an employer. Necessary for Firm's legitimate interests.

Purpose of Use	Categories of Personal Data Processed/Collected for Each Purpose	Legal Basis for Processing Employees' Personal Data
Work scheduling (both administratively and organisationally), planning, drafting and managing working schedules and tasks.	Data with respect to the execution of the employment contract such as work schedules, time recording and duties of responsibility.	Necessary for Firm's performance of the employment contract. Necessary for Firm's legitimate interests.
Managing relocations, secondments, international assignments and work-related travel.	Data related to travel and relocation (including address during any assignment/ secondment which requires relocation) for the purposes of the working relationship or as part of employee benefits programmes. Details of any foreign bank accounts for the purposes of paying salary/ remuneration during international secondments.	Necessary for Firm's performance of an employment contract. Necessary for Firm to meet its legal obligations as an employer. Necessary for Firm's legitimate interests.
Maintaining and ensuring the communication between Firm's offices and the employees	Data relating to work email accounts and internal correspondence, work phone lines, voice messages and the use of intranet and internet on Firm systems.	Necessary for Firm's performance of an employment contract. Necessary for Firm's legitimate interests.
Complying with, and monitoring employee compliance with, Firm policies and regulatory requirements, whether such requirements are in the jurisdiction where you are based or elsewhere.	Information regarding identity, compensation, political contributions, personal holdings, personal trading, gifts & entertainment, outside business activities, financial information, and litigation, criminal, civil, professional or regulatory matters, regarding the employee and their Restricted Persons, communications sent through Firm or Firm-enabled devices, accounts and systems, or through other channels used to conduct Firm business, as permitted by applicable law or regulation.	Necessary for Firm's legitimate interests. Necessary for Firm to meet its legal obligations.
Management of access controls of premises and usage of the building and facilities of the Firm	Monitoring employee building access, including time of entry and exit, vehicle number plate, time of	Necessary for Firm's legitimate interests.

Purpose of Use	Categories of Personal Data Processed/Collected for Each Purpose	Legal Basis for Processing Employees' Personal Data
(including CCTV and parking lots).	access to restricted zones and security camera footage.	
Management of access to and usage of office equipment and resources including but not limited to telephones, mobile phones, laptops and portable devices and more generally the computer network and applications.	Monitoring data relating to work email accounts, work phone lines and use of internet and intranet systems using Firm equipment or systems including tracking mobile/portable Firm-enabled devices.	Necessary for Firm's legitimate interests.
To comply with anti-fraud, money laundering and sanctions requirements.	Information necessary to identify individual employees including name, date of birth, residential address and tax number, passport, driver's license or other identification cards.	Necessary for Firm's legitimate interests. Necessary for Firm to meet its legal obligations.
To maintain the security of Firm's network, including employee and customer information.	Monitoring data relating to work email accounts, work phone lines, document management systems and online customer databases.	Necessary for Firm's legitimate interests.
To respond to requests from regulators, law enforcement and other government agencies.	Identification and contact information, disciplinary information, any other employment or professional information.	Necessary for Firm to meet its legal obligations.
To comply with anti-fraud, money laundering and sanctions requirements.	Information necessary to identify individual employees including name, date of birth, residential address and tax number, passport, driver's license or other identification	Necessary for Firm to meet its legal obligations. Necessary for security and fraud prevention.
Portfolio Company management such as responding to Portfolio Company boards, regulatory requests, facilitating secondments and supporting due diligence or integration activities.	Information necessary to identify individual employees, professional and educational experience, diversity tracking (when required) and to identify potential conflicts.	Necessary for Firm's lawful purposes.

Purpose of Use	Categories of Personal Data Processed/Collected for Each Purpose	Legal Basis for Processing Employees' Personal Data
Debugging, identifying and repairing system and application errors.	IP addresses, user IDs, other session information, device identifiers.	Necessary for the Firm's lawful internal purpose Necessary for error correction.