

GDPR

Revised on June 3rd 2022

Enacted on January 1st 2020

GDPR Privacy notice for employees, workers and contractors (Global)

This notice applies to current and former employees, contractors, freelancers, and candidates for new positions. This notice does not form part of any contract of employment or other contract to provide services. This notice can be updated at any time and we will inform you if this occurs. It is important that you read this notice, together with any other privacy notice that is provided on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with data protection law, including the General Data Protection Regulation (GDPR).

As a company (Glocalize Inc.), we need to collect and hold data about you to enable us to process your job and compensation option. The GDPR laws place a further (and new) responsibility / obligation on employers to tell their job applicants, contractors, freelancers, and employees in more detail why we collect your data, what we do with it, and how long we expect to hold it.

Data protection principles

We will comply with data protection law which says that personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept securely.

Consent Request / Information. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). The data we wish to obtain and hold (a range of examples provided, but not limited to) is:

Type of data Why we wish to hold it How long it will be kept

for 1 Recruitment data

- Previous employers
- Types of job held at other companies
- Skills and qualifications obtained

This will allow us to decide on your suitability for employment/engagement

Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months

if a job offer is made and more comprehensive GDPR consent form will be issued.

2 Ethnic monitoring data

Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010.

Due to the nature of our work, we use your data to understand your cultural experiences which allows us to evaluate your linguistic abilities

This data will be kept for the initial phase of application and will be anonymised and stored for 4 years afterwards.

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We collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Dates of birth
- Gender
- Bank account details, payroll records and tax status information.

- Salary / Pay rate
- Start date, leaving date.
- Location of employment or workplace.
- Recruitment information (including copies of right to work documentation, references and
- Other information included in a CV or cover letter or as part of the application process).
- Compensation history.
- Performance and appraisal information.
- Disciplinary and grievance information.

Situations in which we will use your personal information

We need all the categories of information in the list above to enable us to perform our role as employer; to enable us to comply with legal obligations, to carry out our functions. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work
- Paying you and, if you are an employee.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance
- requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence and any other steps relating to possible grievance or disciplinary matters
- and associated hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.

- Education, training and development requirements.
- Dealing with legal disputes involving you.
- Ascertaining your fitness to work, managing sickness absence.
- To prevent fraud.
- To monitor your business and personal use of our information and communication systems to ensure compliance with our IT policies

Some of the purposes will overlap and there can be several grounds which justify our use of your personal information.

If you fail to provide personal information

If you fail to provide certain information when requested, we will not be able to fully perform the contract we have entered with you, or we could be prevented from complying with our legal obligations.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If

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we need to use your personal information for an unrelated or new purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we will if necessary process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary administer the working relationship with you; where it is in the public interest to do so or where it is necessary for the performance of our functions.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities. [The following activities are carried out by third-party service providers: payroll, admin & IT services] The following third-party service providers process personal information about you for the following purposes:

- DocuSign – Document Keeping.

- Smartsheet – Workload Data Tracking.
- Google sheets – Workload Data Tracking.
- Client work portal (General) - Working Portfolio or Account.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with GDPR & national Policies. We do not allow our third-party service providers to use your personal data for their own purposes.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal information to those employees and agents who have a business need to know. They will only process your personal information on our instructions.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We will also notify you in other ways from time to time about the processing of your personal information.

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General Data Protection Regulations – Glocalize Inc Consent Form

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data. We would like your consent to hold personal and special data about you in order to process your employment & business options.

We are not planning to transfer your data outside of Glocalize Inc.

Agreement to use my data

I hereby freely give **Glocalize Inc.** my consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

- I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

- I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.
- I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.
- I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.
- I understand the Data Controller Manager for Glocalize Inc is Gloria Lee and I can contact them directly if I have any questions or concerns. Their email address is **Gloria@glocalizeinc.com** / their telephone number is **010-8814-5581 (Korea)**.
- I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge.

Name: _____

Liam Kim

Signature: _____

Date: _____

10/7/2019

Yours sincerely,

Gloria Lee

CEO – Glocalize Inc.