

## TEAM MEMBER EU PRIVACY NOTICE

*Department: People*

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## EU Team Member Privacy Notice

This Team Member Privacy Notice is intended to explain Dun & Bradstreet's (D&B's) employee personal data collection and management practices and it applies to Dun & Bradstreet Team Members based in the European Union (including the United Kingdom). "Team Member" in this Notice also include potential Team Members, namely individuals who have expressed an interest or completed an application form to work at D&B.

We are committed to protecting the privacy and integrity of personal data that is disclosed to us by Team Members and received by us from other sources at any time before, during and after employment at Dun & Bradstreet. As part of this commitment, we will seek to comply in all material respects with (where applicable):

- The General Data Protection Regulation 2016/679 and any other implementing legislation enacted by the EU member states with respect to Dun & Bradstreet operations in those countries; and
- All other applicable local, state, federal and international Privacy and Data Protection laws, rules, regulations and ordinances.

### Data Controller

The data controller of the personal data processed on Team Members working or applying to work for D&B in the EU is the company named in the registered company to which they are applying or is named in their employment contract. The Data Protection Officer for all D&B companies based in Europe (including the United Kingdom) can be contacted on [EUDPO@dnb.com](mailto:EUDPO@dnb.com).

### Grounds of Processing

Generally, we process Team Member personal data as it is necessary to fulfil (or to take steps to enter into) an employment contract (e.g. knowing who you are, how to contact you and where to process remuneration).

Sometimes certain personal data is required to fulfil legal obligations we are subject to, for example checking the right to work in the local market or criminal checks required under our Financial Conduct Authority (FCA) permission or for our FCA regulated customers.

Other information may be processed as part of our legitimate interest as an employer (for instance collecting your dietary preference for social functions)

Information needed to fulfil the employment contract or legal obligations is so critical to Team Member selection or continued employment that the failure to provide it may result in potential candidates not being selected for employment, or current employees having their contract terminated.

### Team Member Data Collection

Dun & Bradstreet collects Team Member personal data from Team Members in the application, employment verification and contract/payroll/benefits administration processes. Personal data collected by us includes, but may not be limited to, the following in the recruitment process:

- Personal information (e.g. name, date of birth, gender and marital status);
- Contact information (e.g. postal address, personal telephone numbers and e-mail address);
- Background information (e.g. education (including schools attended, dates of attendance and degrees or diplomas granted), training, work history (including names of employers, dates of employment and compensation information),
- Identification numbers (e.g. national insurance numbers, driver's license numbers, tax identification numbers, passport numbers and other government-issued identifiers);
- Compensation information (e.g. wage or salary, commissions, bonuses, equity, stock option awards and exercise information, employee stock purchase plan information and pension information);

At the point of offer, we receive personal data in connection with pre-employment background checks and drug and alcohol tests (if conducted); contract, payroll, direct deposit and financial planning administration; and enrolment for medical, insurance and other benefits programs. In addition to the above, personal data collected at this point by us includes, but may not be limited to, the following

- Consumer credit report information (e.g. credit and criminal background checks);
- Work history, experience, training and employee performance information (e.g. training courses attended, job assignments and account assignments);
- Financial and banking account information for payroll, direct deposit and financial planning administration purposes;
- Relevant criminal convictions
- Personal health and medical information (including results of pre- and post-employment drug test),
- Data relating to the Team Member's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation, genetic or biometric data (also known as the "special categories" of personal data) for the purposes of managing and overseeing our diversity statistics, arranging social events, managing work place agreements and generally ensuring D&B is an inclusive place of work.

Team Members disclose personal data to the Company by applying to Dun & Bradstreet, by updating their personal data within Workday (or any such replacement) and through ongoing communications with the People team and their leaders

Most personal information is provided on a voluntary basis by the Team Member, but certain information is so key to Team Member selection or continued employment that the failure to

provide it may result in potential candidates not being selected for employment, or current employees having their contract terminated.

## **Use, Disclosure and International Transfers of Team Member Data**

Dun & Bradstreet may disclose Team Member personal data, including health and other special categories, to Team Members within any D&B company who need access to such information to perform their duties. Dun & Bradstreet may also disclose all Team Member personal data, to trusted third parties with whom the Company partners and who need access to such information to provide various services such as employment screening, payroll, financial planning and benefits administration.

For example, a Team Member's leaders generally need to know a Team Member's personal, background, contact, compensation, work history, experience, and training and employee performance information in connection with the day-to-day management of the Team Member. Additionally, Team Members in the Finance, People, Compliance and Legal departments may need to receive personal information to prepare budgets, to administer Team Member benefits, to carry out workforce planning, to conduct investigations and to advise the Company on its legal obligations. Dun & Bradstreet may also disclose Team Member personal data to external firms and consultants who advise us on compensation and benefits programs and/or who administer Dun & Bradstreet benefits programs. Dun & Bradstreet performs due diligence on such third parties and service providers to ensure that they employ adequate Privacy, data collection, data management and data security practices in fulfilling their services. Dun & Bradstreet also requires each of these outside firms and consultants to sign written confidentiality agreements that restrict them from disclosing or using Team Member personal data in any way that is not necessary to perform the services for which they are engaged.

We process your personal data and transfer it to countries outside of the European Union as it is necessary to perform the employment contract we hold with you, or to fulfil measures at your request. When doing so we rely on adequacy decisions, data transfer agreements or other EU approved mechanisms for such transfers. We contractually require recipients to only use personal data for the intended purpose of the disclosure and to destroy or return it when it is no longer needed.

Dun & Bradstreet does not disclose or sell Team Member personal data to any party or company for marketing purposes, and Dun & Bradstreet does not divulge Team Member personal data to any party that does not have a need to know.

Dun & Bradstreet may be required or requested to disclose Team Member personal data, including health and other special categories of personal data, pursuant to applicable law or in response to legitimate legal processes. This includes legal search warrants, subpoenas, court orders, and other requests from governmental or regulatory authorities and agencies. We reserve the right to disclose this information in response to any such legal request or requirement.

Disclosures may also be required to protect Dun & Bradstreet's legal rights, to protect Team Member physical safety if it is deemed to be at risk during emergencies, or to notify family

members or public/private disaster relief agencies of a Team Member's location or condition, as needed.

### **Data Retention and Team Member Rights**

Dun & Bradstreet will retain Team Members' personal data in accordance with the local appendix of the D&B Data Retention Policy. Team Members are entitled to request access and object to processing as well as rectification, erasure and restriction of personal data and may be entitled to receive their data in a portable form. All requests should be sent in the first instance to [peopleservicecenter@dnb.com](mailto:peopleservicecenter@dnb.com). Any complaints about the processing of your personal data should be directed to D&Bs EU Data Protection Officer on [EUDPO@dnb.com](mailto:EUDPO@dnb.com). Team Members may also lodge a complaint with their supervisory authority if they wish.