

## Contractor Privacy Notice at Collection

*Last updated: March 24, 2022*

This Contractor Privacy Notice at Collection describes the categories of personal information that we, ProSys Information Systems, Inc. (the “Company”) , may collect about you as a contractor of ours, and the purposes for which we may use your personal information. We use the term “**Company Computer Systems**” in this Notice to refer to computer systems owned by us, our employees or other personnel, or any third parties, that contain or provide access to information pertaining to our business.

**NO PRIVACY: You have no expectation of privacy when you work at our premises or use any Company Computer Systems. Whenever you are using Company Computer Systems, your actions and communications may be monitored, recorded, tracked, filtered, deleted, and otherwise processed. Always make sure that anybody outside the Company organization with whom you may be communicating, including customers, suppliers, advisors, your friends, and family, are also aware that if they are communicating with you through Company Computer Systems, their written and oral communications may be monitored, recorded, tracked, filtered and otherwise processed.**

We collect the following categories of personal information relating to your role or former role as a contractor of ours for the following purposes:

Categories of Personal Information	Purposes of Collection
<b>Basic contact data:</b> Name, job title/position, supervisor, office e-mail, work phone and cellular phone number, worker ID, identification photographs and other generally work-related contact information.	We collect your basic contact data to facilitate global communication, cooperation and teamwork among our personnel and contractors, and to provide a global directory and internal Intranet-based network.
<b>Work data:</b> Job title/position, office location, work contract, performance records, grievances, government-issued identification, passport, immigration/visa status, work permit and visa information, emergency contact details, marital status, name of spouse, name and age of dependent(s), work history with Company, sick days, information on any work-related accidents, information on any disability you may have if you disclosed it, and any information relating to criminal convictions and offenses.	We may collect your work data to manage our contractor relationship with you, including to evaluate your performance and assign tasks to you.
<b>Financial data:</b> Banking details, accounting information, fees, expenses and financial information about your organization (if any).	We may collect your financial data to compensate and reimburse you.
<b>Security and IT data:</b> Security badge information, security camera images, and all types of data regarding your access and use of Company Computer Systems, including, but not limited to, your username, IP addresses, URLs of the websites you visit, emails exchanged through your Company e-mail account and any personal e-mail accounts you access from Company Computer Systems, contacts, calendars,	<b>We reserve the right, but do not assume any obligation, to monitor, access, retrieve, review, intercept, block, and delete any and all security and IT data, to the greatest extent permitted by applicable law. If applicable laws require us to provide additional notice before engaging in these actions, (such as collecting aggregate data to pinpoint irregularities or issuing collective</b>

Categories of Personal Information	Purposes of Collection
<p>phone calls, IM messages, files or documents created, sent, received, accessed or stored while using Company Computer Systems, data about your usage of Company Computer Systems, and the location of your Company Computer Systems.</p>	<p><b>warnings) we will do so to the extent required.</b></p> <p>We collect your security and IT data to facilitate and manage security and access control regarding Company Computer Systems and our offices, premises and equipment, provide and maintain Company Computer Systems, ensure network security, and monitor compliance with our policies and applicable laws. In addition, we may remotely delete any data which may be stored on a Company Computer System to ensure the confidentiality of our business information and preserve our interests. This may include, but is not limited to, deleting any professional information, such as Company or work-related data, and personal information you may have stored on a Company Computer Systems, such as at the end of your work relationship with us or in the event that a Company Computer System is lost, stolen or retired.</p>

We may also use any or all of the above categories of personal information to comply with applicable laws and administer our compliance with such requirements (such as under income tax and immigration laws), manage our internal operations (such as for the purposes of resource allocation, financial planning and internal accounting), investigate violations of law or breaches of our internal policies, and exercise or defend our legal rights. In the event of a proposed merger, acquisition, sale or other business transaction involving our business or its assets, we may use your personal information in ways that support or give effect to the transaction.

**This notice is not intended to create any rights for anyone except us, or to limit our right to monitor, or qualify any other notices and/or consents, in any way.** Contractors who have a visual disability should contact their Company contact to access this Notice in an alternative format. For more information, please contact [dataprivacy@computacenter.com](mailto:dataprivacy@computacenter.com). Please see our Privacy Policy at <https://www.prosis.com/privacy-policy.html>.