

Workday Candidate and New Hire Privacy Notification

Introduction:

PG Forsta is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information, and to meeting its data protection obligations under global privacy regulations. The purpose of this privacy notice and consent is to make you aware of how and why we will collect and use your personal information during the recruitment and onboarding process. We are required under global privacy regulations to notify you of the information contained in this privacy notice and to obtain your consent for the collection, processing, and storing of your personal information. This privacy notice and consent applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

As part of our recruitment and onboarding process, PG Forsta collects, stores and processes your personal information. This personal information may be held by the organization on paper or in electronic format. This data is used to manage employment records, ensure compliance with legal requirements, and facilitate effective HR and payroll functions.

Data Collection and Usage:

Collection:

PG Forsta collects personal information about you during the recruitment process either directly from you or sometimes from a third party such as an employment agency. We may also collect personal information from other external third parties, such as references from current and former employers, information from background check providers, information from credit reference agencies, criminal record checks, and from the Disclosure and Barring Service (DBS).

You are under no statutory or contractual obligation to provide personal information to PG Forsta during the recruitment process.

By checking the box below this agreement, you acknowledge and consent to the collection, storage, and processing of your personal information which may include but is not limited to:

- Personal identification details (e.g., name, address, contact information, driver's license information, and personal email address)
- Employment and compensation history, and qualifications
- Compensation and benefits information
- Bank account details (for payroll purposes)
- Other information necessary for employment-related processes

PG Forsta may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

- whether or not you have a disability for which PG Forsta needs to make reasonable adjustments during the recruitment process

- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation
- information about criminal convictions and offences.

Storage:

Your personal information will be stored securely in different places, including on your application record, in the PG Forsta's HR management system (currently Workday) and in other IT systems, such as the e-mail system, and may be accessed by authorized personnel within PG Forsta for purposes related to your employment or recruitment process, including HR, payroll, compliance, and legal reporting.

Use:

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to take steps at your request prior to entering an employment relationship with you or to enter into a contract with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

In some cases, we may also use your personal information where it is necessary to pursue our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests. Our legitimate interests include pursuing our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective staff; and performing effective internal administration.

Purpose:

The purposes for which we are processing, or will process, your personal information is to:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may

be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

Sensitive Personal Information

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

- assess your suitability for employment or engagement
- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ascertain your fitness to work
- ensure effective HR, personnel management and business administration
- monitor equal opportunities

Where PG Forsta processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring in recruitment and in line with our data protection policy.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defense of legal claims.

Data Security and Privacy:

PG Forsta is committed to protecting the confidentiality and security of your personal data. Workday employs advanced security measures, including encryption and restricted access, to safeguard your information. Your data will only be accessible to authorized individuals within PG Forsta who require it to perform their duties.

Duration of Data Retention:

Your personal data will be retained for as long as necessary to fulfill the purpose for which it was collected or as required by applicable law. If you leave the company, your data may be retained for a period necessary to comply with legal or regulatory requirements or company policy.

Your Rights:

You have the right to:

- Access your personal data
- Request corrections or updates to your data
- Withdraw your consent at any time (subject to the limitations set by law or company policy)
- Request the deletion of your data when it is no longer required for legal or business purposes

To exercise these rights or if you have any questions regarding the management of your data or this privacy notice and consent, please contact privacy@pressganey.com.

☐ **By checking this box, you acknowledge that you have read and understood this privacy notice and consent form and that you voluntarily and explicitly consent to the collection, storage, and processing of your personal information, sensitive information, and special categories of information as described herein. You understand that it is entirely your choice whether to provide such personal information and that this explicit written consent can be withdrawn at any time.**

☐ **I do not consent to the collection, storage, and processing of my personal information. I understand that my application cannot be processed.**