

Privacy Notice for Employees, Workers, Contractors and Candidates

London International Exhibition Centre PLC (**we, us or our**) collects and processes personal data relating to its candidates, employees, workers and contractors to manage its recruitment, supplier and employment relationships. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Information we may collect about you

We will collect personal information about you to facilitate the effective operation of the company's relationship with you. For example to be able to ensure the performance of your contract with ExCeL London. This data may be used to facilitate statutory requirements (e.g. payroll and taxation, or legal obligations) or contractual requirements (e.g. benefits administration). CCTV operates throughout the ExCeL London premises and will be used for security or dispute resolution purposes. Your photograph will be taken and used for identification purposes. Your photograph may also be used for marketing purposes but only where you have provided explicit consent. Your biometric data may also be collected by subscribing to fingerprint technology integrated in laptops and mobile phones we issue to you.

How data is collected about you

We collect this information in a variety of ways. For example, data may be submitted by you as a candidate or on your behalf by an employment agency, obtained from third parties including references or security clearance, obtained from you personally by email, or from completing forms whether paper based or electronic, or obtained from meetings held with you. This data may be stored in your personnel file, in the company's HR Information Systems and in other IT systems (including ExCeL London's email system and server).

How we may use your personal data

We need to process your data as part of our recruitment process, or to enter into a contractual relationship with you and to meet our obligations under your contract. Examples include the facilitation of our general recruitment, onboarding processes and in managing best practice HR processes and procedures.

We will process your data to ensure that we are complying with our legal obligations. For example to demonstrate your entitlement to work in the UK or to pay you.

In some cases we have a legitimate interest in processing personal data before, during and after the end of our contractual relationship with you. Where we rely on a legitimate interest we have concluded that those interests are not overridden by the rights and freedoms of an individual's right to privacy.

Special categories of personal data, such as information about health or ethnic origin, are processed to carry out legal obligations and in some cases for the purposes of equal opportunities monitoring.

Disclosure of your data

Your information will be shared internally, including with members of the HR team, your line manager, managers in the business area in which you work and IT staff only if access to the data is necessary for performance of their duties.

ExCeL London also shares your data with third parties that process data on its behalf, in order to obtain background checks, in connection with payroll or financial payment, the provision of cloud based HR Information Systems, text messaging and survey services, the provision of benefits and the provision of occupational health services.

Your data may be transferred outside the European Economic Area (EEA), to the UAE to fulfil obligations to our parent company ADNEC. We may also share your data in relation to contracts and surveys with other third parties whose data centres are outside the EEA.

How we protect your personal data

We take the security of your data seriously. We have internal policies and controls in place to prevent your data from being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of a formal contract, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your personal data

We will hold your personal data for the duration of your contract and for up to 6 years following the end of your contract with us for the majority of your data. Some data, required to satisfy legal obligations will be retained longer, in line with the ExCeL London Data Retention Policy. Data collected for unsuccessful candidates will be retained for a maximum of 6 months following the conclusion of the recruitment process.

Access to your personal data

As a data subject you have the right to:

- access and/ or obtain a copy of your data on request;
- request us to amend incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact datacontroller@excel.london. However, please be aware that as an employee, we hold most of your data to fulfil our contractual obligations or to satisfy legal requirements so some of the above rights may not be exercised.

Updating your personal data

Where you wish to inform us of a change to your personal data, for example contact details, please do this online or contact datacontroller@excel.london.

What if you do not provide personal data?

You have some obligations under your contract to provide us with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide us with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable us to enter a contract with you.

Our details

This privacy notice relates to London International Exhibition Centre PLC (registered in England under company number 03458317), trading as ExCeL London, acting as the data controller. Our principle place of business is at One Western Gateway, Royal Victoria Dock,

London E16 1XL. The Data Protection Officer can be contacted at datacontroller@excel.london.

Document Change History

Issue	Description of Change	Approval	Date of Issue
1.0	Initial issue	Phil Dowson (DPO)	01 June 2018