



UBS VENDOR STAFF PRIVACY NOTICE – DUBAI INTERNATIONAL FINANCIAL CENTRE (DIFC)

DATA PROTECTION UNDER THE DIFC DATA PROTECTION LAW 2020

UBS takes your privacy seriously. This privacy notice contains information on what Personal Data UBS and its group companies (“**UBS**”, “**we**”, “**our**”, or “**us**”) collect, what they do with that information, and what rights you have. To run our business, UBS collects and uses information about living individuals (also known as “**Personal Data**”), including information about the employees and contractors of our suppliers.

As part of our commitment to protect your Personal Data in a transparent manner, we want to inform you:

- why and how UBS collects, uses and stores your Personal Data;
- the lawful basis on which your Personal Data is processed; and
- what your rights and our obligations are in relation to such processing.

1 What does this Privacy Notice cover?

This notice applies to any and all forms of use of Personal Data (“**processing**”) by us in the DIFC.

2 What type of Personal Data do we collect?

For the employees and contractors of our suppliers, we collect basic identification information, such as your name, title, position, professional history, experience, language skills and contact details. Such information will be collected if provided to us by your employer, for instance on a CV you have prepared, even if you do not ultimately work on an assignment for UBS.

In addition, for such employees and contractors working on UBS premises, we will usually collect the following, always according to the legal basis and purposes set forth in section 4 below:

- Detailed identification information (e.g. address, office location, business telephone number, date and place of birth, picture, emergency contact details, ID card, passport details and other national ID numbers as required);
- Detailed professional information (e.g. academic, professional and industry qualifications and certifications (including dates), previous employer contact details, directorship information, contact details of references, previous employment dates, rank or seniority, line manager contact information, working arrangements (such as full or part time), assignment allocation and absence information);
- Electronic identification data (e.g. login information, access right, badge number, IP address, online identifiers/cookies, logs and connection time, sound or image recording such as CCTV or voice recordings);
- Personal and physical characteristics (e.g. gender, date of birth and immigration status, including visa and/or permit numbers);
- Information submitted in support of an application to work for UBS on behalf of your employer (e.g. recordings of any video interviews in which you participate, and anything you choose to submit in support of your or your employer’s application); and
- Where relevant, certain financial information and other information required to undertake background and periodic checks for money laundering, criminal activities, corruption, terrorist financing and related matters.



Where relevant and to the extent permitted by applicable law, the Personal Data that we collect will also include special categories of data such as Personal Data revealing or concerning racial and ethnic origin, communal origin, political affiliation or opinions, religious or philosophical beliefs, trade union membership, data about sexual orientation, or health data (such as sickness records, disability records, , fitness for work and health insurance where it contains data relating to sickness) and data about alleged or proven criminal offences in each case where permitted by law.

In some cases, the Personal Data we collect from you is needed to meet our legal or regulatory obligations, to perform our obligations under UBS's contract with your employer (UBS's supplier), or to enter into that contract. If so, we will indicate to you that the provision of this information is mandatory, and the consequences if we cannot collect this information.

In some cases, UBS will also collect Personal Data indirectly from background check providers such as HireRight and other administration services providers (for instance Hays, who provide non-permanent workforce resources), or from publicly available sources such as LinkedIn profiles.

3 On which legal basis and for which purposes do we process Personal Data?

3.1 Legal basis for the processing

Depending on the purpose of the processing activity (see Section 3.2), the legal basis for the processing of your Personal Data will be one of the following:

- necessary to comply with our legal or regulatory obligations, such as tax reporting or reference requirements;
- necessary to protect the vital interests of the relevant individual or of another natural person, such as providing disability access to places of work where applicable;
- necessary for the legitimate interests of UBS, without unduly affecting your interests or fundamental rights and freedoms and to the extent such Personal Data is strictly necessary for the intended purpose;
- in some cases, and as may be requested from you from time to time, we have obtained prior consent (for instance where required by law), or processed with your explicit consent in the case of sensitive Personal Data such as your medical information.

Examples of the "legitimate interests" referred to above are:

- to benefit from cost-effective services (e.g. we may opt to use certain IT platforms offered by suppliers);
- to prevent fraud or criminal activity, misuses of our products or services as well as to safeguard the security of our IT systems, architecture and networks, and the security of our premises, including by conducting background checks;
- to provide for a centralised, global approach to the provision of IT services to our employees, suppliers and contractors, and enable employees, suppliers and contractors to interact with one another. This normally involves the hosting of your contact and e-mail information to allow UBS's global IT network to be established and populated with relevant details;
- to monitor, investigate and ensure compliance with internal UBS policies; and
- to meet our corporate and social responsibility objectives.

To the extent that we process any special categories of Personal Data relating to you, we will do so because:

- the processing is necessary for our regular exercise of rights, including in judicial, administrative or arbitration proceedings
- the processing is necessary to protect the vital interests of the relevant individual or of another natural person;
- the processing is necessary for reasons of substantial public interest;

- processing relates to Personal Data that has been made public by you; or
- you have given your explicit consent to us to process that information (where legally permissible).

3.2 Purposes of processing

We always process your Personal Data for a specific purpose and only process the Personal Data which is relevant to achieve that purpose. In particular, we process Personal Data of our suppliers' employees and contractors to:

- determine the suitability of prospective suppliers' employees' and contractors' qualifications, checking for any existing or potential conflicts of interest or any other restrictions which may otherwise restrict or prevent a prospective engagement on a matter with UBS, and to carry out periodic vetting checks where relevant;
- administer, plan and manage our personnel, suppliers and contractors (including task management and internal workforce analysis and planning);
- allocate costs, optimise performance and enhance quality;
- assist us in managing external providers such as your employer (see below for further information about when we work with third parties);
- implement tasks and plan activities in preparation of or under existing contracts;
- train our staff, suppliers and contractors;
- carry out supplier performance reviews, satisfaction surveys and other contractor surveys;
- monitor our suppliers' employees' and contractors' activities in the workplace, including compliance with banking regulations and internal policies as well as health and safety rules in place;
- manage our IT resources, including infrastructure management and business continuity;
- where relevant, manage and make available Personal Data within the UBS Group;
- receive and handle internal complaints or reports made to a compliance hotline;
- reply to an official request from a public or judicial authority with the necessary authorisation;
- comply with any legal obligations imposed on UBS in relation to its employees and contractors; and
- enable a transfer to a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of UBS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it.

4 How do we protect Personal Data?

All personnel accessing Personal Data must comply with the internal rules and processes in relation to the processing of Personal Data to protect them and ensure their confidentiality. They are also required to follow all technical and organisational security measures put in place to protect the Personal Data.

We have also implemented adequate technical and organisational measures to protect Personal Data against unauthorised, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing. These security measures have been implemented taking into account the state of the art of the technology, their cost of implementation, the risks presented by the processing and the nature of the Personal Data, with particular care for sensitive data.

5 Who has access to Personal Data and with whom are they shared?

5.1 Within the UBS Group

We make available Personal Data of our suppliers' employees and contractors to other companies of the group to which we belong (the "UBS Group"), for the purposes indicated in section 3.

5.2 Outside the UBS Group

For the purposes listed in section 3 above, and to the extent permitted under applicable law, we may also transfer Personal Data to third parties outside UBS and the UBS Group, such as:

- a) third party service providers, who are contractually bound to confidentiality, such as IT system or hosting providers, payroll providers, third parties that provide benefits or help us provide benefits to our staff (such as third parties who administer the Compensation Plans on our behalf), transport companies for work travel, cloud service providers, database providers, consultants (e.g. lawyers, tax accountants labour consultants or recruitment agencies), training, education and development providers and third parties who carry out pre-employment checks on employees, and other goods and services providers (such as food service providers);
- b) third parties that submit complaints, requests or reports to compliance or other units within UBS or the UBS Group;
- c) a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of UBS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;
- d) authorities, e.g. regulators, enforcement or exchange body or courts or party to proceedings where we are required to disclose information by applicable law or regulation or at their request, or to safeguard our legitimate interests;
- e) other banks, market counterparties (including brokers, exchanges, upstream withholding agents; swap or trade repositories, stock exchanges, central securities depositories) or client (as part of you working on tasks related to or involving those parties);
- f) public or private social security bodies, trade unions (when the employee is a member) and trade unions internal representatives (including for the purposes of compliance with national collective bargaining agreements), and trade associations;
- g) any central or local government department and other statutory or public bodies; or
- h) any legitimate recipient required by applicable laws or regulations.

Where we transfer your data to third party service providers processing data on UBS behalf, we take steps to ensure they meet our data security standards, so that your Personal Data remains secure. Third party service providers are thereby mandated to comply with a list of technical and organisational security measures, irrespective of their location, including measures relating to: (i) information security management; (ii) information security risk assessment and (iii) information security measures (e.g. physical controls; logical access controls; malware and hacking protection; data encryption measures; backup and recovery management measures).

5.3 Data Transfer to other Countries

The Personal Data transferred within or outside the UBS Group as set out in sections 5.1 and 5.2, is in some cases also processed in other countries. We only transfer your Personal Data abroad to countries which are considered to provide an adequate level of data protection, or in the absence of such legislation that guarantees adequate protection, based on appropriate safeguards (e.g. standard contractual clauses or another statutory exemption provided by local applicable law).

A list of the countries in which UBS operates can be found at

<https://www.ubs.com/locations>.

6 How long do we store your data?

We will only retain Personal Data for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. In general, although there may be limited exceptions, data relating to our suppliers' employees and contractors is kept for 10 years after termination of your engagement with UBS through your employer.

However, if individuals wish to have their Personal Data removed from our databases, they can make a request as described in section 7 below, which we will review as set out therein.



7 What are your rights and how can you exercise them?

7.1 Your rights

You may have a right to access and to obtain a copy of your Personal Data as processed by UBS. If you believe that any information we hold about you is incorrect or incomplete, you may also request the correction of your Personal Data.

You may also have the right to:

- object to the processing of your Personal Data;
- request the erasure of your Personal Data;
- request restrictions on the processing of your Personal Data; and/or
- withdraw your consent where UBS obtained your consent to process Personal Data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

In certain circumstances UBS may process your Personal Data through automated decision-making. Where this takes place, you will be informed of such automated decision-making that uses your Personal Data and be given information on criteria and procedures applied. You can request an explanation about automated decision making carried out and that a natural person reviews the related decision where such a decision is exclusively based on such processing.

UBS will honour such requests, withdrawal or objection as required under applicable data protection rules but these rights are not absolute: they do not always apply and exemptions may be engaged. We will usually, in response to a request, ask you to verify your identity and/or provide information that helps us to understand your request better. If we do not comply with your request, we will explain why.

7.2 Exercising your rights

To exercise the above rights, please send an email to: sh-hr-data-requests-snow@ubs.com.

If you are not satisfied with how UBS processes your Personal Data, please let us know and we will investigate your concern. Please raise any concerns by contacting the Group Data Protection Office at dpo-mena@ubs.com.

8 Changes to Personal Data

In the interests of keeping Personal Data properly up to date and accurate, we will ask you periodically to review and confirm the Personal Data we hold about you and/or to inform us of any change in relation to your Personal Data (such as a change of address).

9 Changes to this Privacy Notice

This notice was published in September 2020. It may be subject to amendments. Where there is a material change to this notice it will be communicated to you through an appropriate channel, depending on how we normally communicate with you.

10 List of UBS employing entities:

Entity Name	Registered Address
UBS AG Dubai Branch	Gate District Building 6 (Legatum Plaza), DIFC, P O Box 506542, Dubai, United Arab Emirates

If you have any questions or comments about this notice, please contact the Group Data Protection Office at the following email address: dpo-mena@ubs.com