



AFE Employee Privacy Policy Appendix

Type of Information	Examples Please note that the examples are illustrative and non-exhaustive
Information about you:	Name, address, date of birth, marital status, nationality, race, gender, religion and preferred language, details of any disabilities, work restrictions and / or required accommodations.
Information to contact you at work or home:	Name, address, telephone, and email address
Information about who to contact in a case of emergency (yours or ours):	Name, address, telephone, email addresses and their relationship to you
Information to identify you:	Photographs, passport and / or driving license details, electronic signatures
Information about your suitability to work for us and / or a relevant third party:	References, interview notes, work visas ID information such as passport details and driving licence information, records / results of pre-employment checks, including criminal record checks, credit and fraud checks.
Information about your skills and experience:	CV's, resumes and / or application forms, references, records of qualifications, skills, training and other compliance requirements.
Information about your terms of employment with AFE Group Ltd:	Letters of offer and acceptance of employment, your employment contract.
Information that we need to pay you:	Bank account details, national insurance or social security numbers (where applicable).
Information that we need to provide you with benefits and other entitlements:	Length of service information, health information, leave requests
Information to allow you to access our buildings and systems:	Employee identification number (UIN), computer or facilities access and authentication information, identification codes, passwords, answers to security questions, photographs, video images
Information relating to your performance at work:	Performance ratings, leadership ratings, targets, objectives, records of performance reviews, records and / or notes of 1 - 1's and other meetings, personal development plans, correspondence and reports
Information relating to discipline, grievance and other employment related processes:	Interview / meeting notes or recordings, correspondence.
Information relating to your work travel and expenses:	Bank account details, passport, driving licence, vehicle registration and insurance details.

Purposes for which we need your personal information:	Examples Please note that the examples are illustrative and non-exhaustive
Recruitment:	<ul style="list-style-type: none"> To assess your suitability to work for AFE Group Ltd To perform requisition and applicant management activities To perform precision matching to job vacancies To conduct screening, assessments and interviews To maintain a library of correspondence To make offers and provide contracts of employment To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record and credit checks where applicable - for more information about AFE Group Ltd's pre-employment checks see HR home.
Human Resources ("HR"), finance and other business purposes:	<ul style="list-style-type: none"> Staffing, including resource planning, recruitment, termination and succession planning Budgetary and financial planning and administration, management Compensation, payroll and benefit planning and administration, including salary, tax withholding, tax equalisation, awards, insurance and pensions. Workforce development, education, training and certification Performance management Problem resolution, including carrying out internal reviews, grievances, investigations, audits Business travel and expense management To conduct business reporting and analytics Administration of flexible work arrangements Administration of employee enrolment and participation in activities and programmes offered to eligible employees, including matching donations to non-profit organisations, political action committee contributions, and wellness activities Work related injury and illness, including the management of employee Health & Safety, and disabilities To provide HR helpdesk support and case management To communicate with you and to facilitate communication between you and other people Compliance and compliance reporting, including conflict of interest and gifts and hospitality reporting Risk management Project management; and Training and quality purposes
Security purposes:	<ul style="list-style-type: none"> Physical access control Authorising, granting, administering, monitoring and terminating access to or use of AFE Group Ltd or third party facilities, records, property and infrastructure including communications services such as business telephones and email / internet use CCTV, and Prevention and detection of crime
Information Technology ("IT") administration purposes:	<ul style="list-style-type: none"> IT Systems access control and use monitoring IT fault reporting, management and resolution Systems administration, support, development, management and maintenance
Legal purposes:	<ul style="list-style-type: none"> To comply with our legal obligations