

FREELANCER PRIVACY NOTICE

It is important for us at Catena Media (“We” or “we”) that you feel comfortable with how we handle your personal data. We protect your personal data. That is why we are open about how we collect, process and share the personal data we store.

WHY DO WE PROCESS YOUR PERSONAL DATA?

The main reasons why we need to process your personal data are:

- **Managing daily work:** using your name, work position etc. in our systems, managing user accounts and work equipment
- **Managing the contract relationship:** enter into contracts, planning, making travel arrangements, organising schedules, managing leave and producing reports and statistics, managing appraisals, skills and performance
- **Internal and external communication:** communicating internally and with any external party.
- **Security of office premises, tools and equipment:** issuing and managing entry passes, securing our IT systems and video surveillance of our premises
- **Meeting legal requirements:** such as accounting and taxation requirements

CATEGORIES OF PERSONAL DATA

In the contract relationship and when you work, we process several categories of personal data about you. Examples: *identity, contact details, bank details, appraisals, performance, absence, sick leave, administrative information, annual leave, tax and social situation, skills, education, food preferences, audio and video material, access to offices and work equipment, login and surveys.*

WE STORE YOUR DATA ONLY AS LONG AS IT IS REQUIRED

We store your personal data only as long as we need to in order to fulfil our purpose for processing it. We will then safely erase or anonymise your data so that it can no longer be linked to you.

We are using the following criteria to establish our retention period: (i) as long as we have an ongoing contract relationship with you; (ii) as required by legal obligations to which we are subject (such as tax and accounting obligations); and (iii) as advisable in light of our legal position (such as applicable statutes of limitations).

WHERE DO WE COLLECT PERSONAL DATA FROM?

We collect personal data from:

- Yourself
- Managers, HR and occasionally other colleagues

- Relatives and other related persons (in the event of an accident or other emergency situation we may collect personal data which your relatives or other related persons may submit to us).
- Public authorities (for example Tax authorities)
- Banks (to manage for example payments to you)
- Other sources (such as suppliers and business partners and when communicating with them)

RECIPIENTS WE SHARE INFORMATION WITH

We may share with internal recipients such as managers, HR and other departments where necessary for their role. We may also share with different recipients such as other companies within the Catena Media group, external contacts, suppliers or partners, banks, public authorities and external advisers for the purposes described above.

WHICH LEGAL BASIS DO WE HAVE TO PROCESS YOUR PERSONAL DATA?

Processing of your personal data is normally based on either of the following:

- The processing is necessary to fulfil legal obligations (e.g. in the area of tax and accounting, employment law and health and safety)
- The processing is necessary in order to perform the employment contract (e.g. to pay salary)
- The processing is necessary in order to meet our legitimate interests* (e.g. to monitor usage of entry passes to ensure security)
- The processing is permitted by law for employment law compliance or other grounds authorised by law, for example health data and diversity data.

*legitimate interest for HR is, for example, effective management and administration of the recruitment and employment relationship, risk management and prevention and to maximise business reputation, performance and reach business objectives.

WHERE DO WE PROCESS YOUR PERSONAL DATA?

We strive to process your personal data within the EU/EEA area so that you can feel confident that your data is adequately protected. However, your personal data may in some cases be transferred to and processed in a country outside the EU/EEA area by our service providers. For the ongoing protection of your personal data, we ensure that there are safeguards in place such as data transfer agreements and appropriate safeguards.

CHANGES TO THIS DOCUMENT

We may in the future be required to update the information in this document. Should this be necessary, you will receive an updated document detailing these changes.

YOUR RIGHTS

You have certain rights connected to the personal data we store. You have the right to:

- request access to your personal data (a so-called “register extract”)
- request rectification
- as applicable, revoke previously given consent with future effect
- object to processing which is based on our legitimate interests

- in certain cases, request that your personal data be erased or that the processing of your data be restricted in some cases
- be provided with a copy in a structured and machine-readable format (for data portability) of personal data which you have yourself submitted.

FURTHER INFORMATION ABOUT HOW WE HANDLE YOUR PERSONAL DATA

If you have any questions about how we handle your personal data or wish to exercise any of your rights, please contact your main contact at Catena Media or privacy@catenamedia.com

Should you not be happy with the answers you receive, you have the right to lodge a complaint with your local supervisory authority, however we appreciate the opportunity to deal with your concerns at first instance, therefore please refer to us with any comments or queries you may have.