

***Bocoy Distributors Ltd_ Waterfront* - EMPLOYEE PRIVACY NOTICE**

This Privacy Notice tells you how *Bocoy Distributors Ltd_ Waterfront* ("**Bocoy Distributors Ltd_ Waterfront**"), "**we**" or "**us**") process your personal data. It also describes your data protection rights, including a right to object to some of the processing which *Bocoy Distributors Ltd_ Waterfront* carries out. More information about your rights, and how to exercise them, is set out in the Your Choices and Rights section.

We also may provide you with additional information when we collect personal data, where we feel it would be helpful to provide relevant and timely information.

This Privacy Notice applies to *Bocoy Distributors Ltd_ Waterfront* employees and, where applicable, to contractors who provide services to *Bocoy Distributors Ltd_ Waterfront*.

What Personal Data We Collect

We process the following types of personal data in connection with your employment.

- **Contact & identification information:** such as your name, address, phone, email, gender, date of birth, home address, personal email address, personal phone number, employee ID number, work contact details (phone, email, and physical address).
- **Identification information:** such as your passport number, National Insurance Number, immigration status, nationality, and, where permitted, information concerning your race and ethnicity (for diversity monitoring purposes).
- **Financial information:** bank account details for payment and taxation purposes.
- **Family, Lifestyle and Social Circumstances Information:** beneficiaries' details in relation to life insurance or other benefits, emergency contacts, marital status, information about family members (name, date of birth, gender and national personal ID number) where necessary for the provision of applicable benefits, guarantees or relocation assistance.
- **Information provided by or about you when we recruited you** or when you apply for an internal promotion, as well as information supplied by third parties, including references. Background record checks (including criminal convictions checks) where necessary for your role at *Bocoy Distributors Ltd_ Waterfront*
- **Employment Related Information:** job title, compensation, benefits, professional experience, education, performance history, training records, skills, in certain countries, information about trade union affiliation and religious belief if you have informed us of your trade union membership or asked us to make payments to trade unions or for religious tax on your behalf, information concerning performance, career and succession plans, conduct and about violation of laws or breach of company policies, in certain countries, where permitted, details of professional registrations, and sanctions with professional bodies.
- **Information concerning your career progression:** such as information about your performance and career developments.
- **Benefits and expenses related information:** the benefits you register for, expense records (such as details of out of pocket expenses, corporate credit cards, company cars or private cars where an allowance is claimed and mobile phone costs), medical leave information, medical certificates, other documents required to confer special benefit status, such as information concerning pregnancy status and age of children, etc. where applicable, your use of company equipment and resources, travel preferences and information about your health and sickness leave.
- **CCTV footage:** we collect video footage to protect the safety and security of our facilities.
- **Information concerning you use of IT tools:** computer and connection information, including statistics on how you engage with our platforms, referral URL, IP address, unique device ID and web log information as well as information about

- your use of our electronic resources, such as computers and mobile devices we may provide to you.
- **Any other information you submit to us (including during the course of any correspondence you may have with us):** such as signatures, photographs, opinions, your location (if you choose to enable it on a company device) and any other information you provide.

On occasion, we receive personal data from third party sources, such as if we receive details of a certification or training you obtained, or where we receive feedback concerning your performance or a referral from a previous employer.

Why We Collect, Use and Store this Personal Data

We collect, use and store your personal data for the reasons set out below.

- **Where this is necessary for Bocoy Distributors Ltd_Waterfront to administer your contract of employment or for services or in connection with services or benefits which you request from us.**
 - The administration of payroll and benefits, absences, compensation, and expense management.
 - To allow you to access medical insurance, occupational health, retirement plans, stock plans, access to company cars and automotive insurance, and childcare benefits, where provided. Some benefits may require you to provide personal data concerning family members, partners or next of kin, in which case you must inform them before providing it to us.
- **Where necessary to comply with a legal obligation.**
 - Making deductions from payroll for tax and social security purposes and providing information to tax and social security authorities, as required by law.
 - Managing statutory sick pay and maternity pay.
 - Disclosures to law enforcement agencies or in connection with legal claims, health & safety compliance, regulatory, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation).
- **Where necessary for Bocoy Distributors Ltd_Waterfront 's legitimate interests, as listed below, and where our interests are not overridden by your data protection rights.**
 - Managing and developing our personnel - for example, performance and talent management, training and leadership development, award recognition, employee surveys and marketing to employees.
 - Protecting our legitimate business interests and legal rights. This includes, but is not limited to, use in connection with legal claims, compliance, regulatory, auditing, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements.
 - Maintaining the security and integrity of our facilities, equipment and electronic platforms. This includes administering access rights, monitoring compliance with company protocols, and where permitted by local law and in accordance with relevant policies, for investigations and disciplinary actions.
 - Publishing internal directories and providing other internal communications tools. This includes information which you provide for your internal company profile.
 - Operation of any ethics or whistleblowing hotline which Bocoy Distributors Ltd_Waterfront may run now or in the future.

- To analyse and monitor the diversity of the workforce in accordance with applicable laws. This includes, for example, compliance with equal opportunity employment laws.
- **Where you have given consent.** For example, we may ask for your permission to use your image in a company publication. Where we ask for consent, you are free to withhold or revoke it.

How We Share Your Personal Data

We share some of your personal data with **other members of the Bocoy Distributors Ltd_ Waterfront and Anglo Hispano Brands group** to administer and manage group functions, including to make systems available to Anglo Group of Companies & Subsidiaries' employees, to manage supply chains and to assess your performance and the performance of Anglo Hispano Group of Companies and Subsidiaries.

Your personal data will also be shared with **companies providing services under contract** to Bocoy Distributors Ltd_ Waterfront , such as training providers, help desk providers and IT hosting and/or IT maintenance providers.

Your personal data also will be shared with **third party benefits providers**, such as for the purposes of obtaining health or life insurance, childcare vouchers and other applicable benefits. Personal data will also be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the protection of our legitimate interests in compliance with applicable laws.

In the event that a Bocoy Distributors Ltd_ Waterfront business is sold or integrated with another business (in part or whole), your details may be disclosed to our advisers and any prospective purchaser's adviser and will be passed to the new owners of the business / business unit. Likewise we may share your personal data if we outsource a function related to your employment.

CCTV

To protect our facilities, assets and personnel, and to deter, detect, record and allow analysis of any type of incident, including malicious actions such as theft or vandalism, accidents, fires, floods and other emergency situations, Bocoy Distributors Ltd_ Waterfront has installed CCTV cameras throughout its premises.

Bocoy Distributors Ltd_ Waterfront recognizes the need to balance an individual's right to privacy with the need to ensure the safety and security of Bocoy Distributors Ltd_ Waterfront employees, customers, visitors and corporate assets. Bocoy Distributors Ltd_ Waterfront will not employ CCTV equipment in private areas, such as restrooms, toilets or changing rooms. Where CCTV is deployed externally, Bocoy Distributors Ltd_ Waterfront will only capture images of public streets and buildings where permitted.

Only authorised personnel have permission to operate the CCTV systems and view the images, including security teams, human resources and appropriate management, internal and external legal advisors, and police, law and regulatory enforcement authorities.

Unless Bocoy Distributors Ltd_ Waterfront can demonstrate it is otherwise justified, Bocoy Distributors Ltd_ Waterfront will not deploy covert CCTV technology. Notice of CCTV filming will be provided in the vicinity of any recorded space.

Your Choices and Rights

You have the right to **ask Bocoy Distributors Ltd_ Waterfront for a copy** of your personal data; to **correct, delete or restrict** processing of your personal data; and to **obtain the personal data you provide in a structured, machine readable format.**

In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement or compelling interest). Where we have asked for your consent, you may **withdraw consent** at any time. If you ask to withdraw your consent to Bocoy Distributors Ltd_Waterfront processing your data, this will not affect any processing which has already taken place at that time.

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law or have compelling legitimate interests to keep. If you have unresolved concerns, you have the **right to complain** to the data protection authority in the country you reside, where you work or where we are located.

We will **retain** your personal data only for as long as we need it for Bocoy Distributors Ltd_Waterfront's legitimate interest in accordance with applicable law, to fulfil your employment contract or perform a service at your request, or to meet a legal requirement, after which we will take steps to delete your personal data or hold it in a form that no longer identifies you.

International Transfers

Your personal data will be processed in or accessed from jurisdictions outside the European Economic Area ("EEA") by us and by some of the third parties to whom we share your personal data. We rely on the EU-U.S. Privacy Shield Framework to transfer your personal data to Yum! Brands, Inc. in the United States. When we transfer your data to organisations outside the Bocoy Distributors Ltd_Waterfront group we use European Commission-approved standard contractual clauses to safeguard the transfer. Where we transfer personal data to a third party that has implemented Binding Corporate Rules, we may rely on them to safeguard the transfer. For further information, including to obtain a copy of the documents used to protect your information, please contact us as described in the Contact Us section below.

Updates to this document

This Notice may be updated periodically. We will update the date at the top of its first page accordingly and encourage you to check for changes that we have made, which will be available at the Pizza Hut Gibraltar Manager's office and/or Employee Handbook. On some occasions, we may also actively advise you of specific data handling activities or significant changes to this Notice, as required by applicable law.

Contact Us

The data controller for your personal data will be Bocoy Distributors Ltd_Waterfront

If you have questions about this Notice or wish to contact us for any reason in relation to our personal data processing, please contact us at waterfrontrestaurant@gmail.com or feel free to discuss this with your relevant Human Resources Manager.

Your Data Protection Responsibilities

In the course of your employment with Bocoy Distributors Ltd_Waterfront you may receive or access personal data relating to Bocoy Distributors Ltd_Waterfront customers, suppliers, business partners or other Bocoy Distributors Ltd_Waterfront personnel. To the extent that you process any personal data in the course of your employment, you agree to only process such personal data in accordance with any policies or instructions related to the protection of personal data.

25th May 2018.