



## BIAMP EU/UK HUMAN RESOURCES PRIVACY NOTICE

### Scope and Overview

This Privacy Notice describes how Biamp Systems, LLC and its subsidiaries, affiliates, and related entities (collectively, "Biamp," "we," or "us") collect and process personal data about you during and after your employment. This Privacy Notice applies only to Biamp job applicants and employees who are located in the European Union and the United Kingdom.

This Privacy Notice describes the categories of personal data that we collect, how we use your personal data, when we may disclose your personal data to third parties, and when we may transfer your personal data outside of your home jurisdiction. This Privacy Notice also describes your rights regarding the personal data that we hold about you including how you can access, correct, and request erasure of your personal data.

### Collection of Personal Data

For purposes of this Privacy Notice, personal data means any information about an identified or identifiable individual. Personal data excludes anonymous or de-identified data that is not associated with a particular individual. To carry out our activities and obligations as an employer, we collect, store, and process the following categories of personal data, some of which we require for the purpose of administering the employment relationship with you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender.
- Marital and dependent status, when needed to administer benefits such as health insurance or pension benefits.
- Beneficiary and emergency contact information.
- Government identification numbers such as social insurance or other national insurance number, driver's license number, or other identification card number.
- Bank account details and payroll information.
- Wage and benefit information.
- Performance information.
- Insurance enrollment information.
- Start date and job title.
- Location of employment.
- Education and training.
- Employment records (including professional memberships, references, work history, and proof of work eligibility).
- Vacation and holiday entitlement, sick leave entitlement, and details of long term leave.
- Details of business related travel arrangements and plans (including travel preferences),

AUDIO. VIDEO. CONTROL.



9300 SW Gemini Drive  
Beaverton, OR 97008 USA



1.503.641.7287  
1.800.826.1457



biampinfo@biamp.com  
biamp.com



- Details of business-related expenses.
- Disciplinary and grievance record.
- Training, appraisal and development records.
- Termination reason (e.g., voluntary, involuntary, retirement, illness, etc.) and exit interview data.
- Data relating to potential conflicts of interest, and alleged or actual breaches of the code of ethics or other rules.
- Photograph for identification purposes, and audio and visual information such as video and still footage collected through video monitoring of public areas of Biamp facilities.
- Data collected by physical security measures controlling access to secure areas of Biamp's facilities, including key card and key code entry systems.
- Internet or other electronic network activity information such as individual log-in details and/or workstation numbers, data relating to computer maintenance, internet browsing and search history, and data relating to email and other electronic communications transmitted through Biamp's technology resources.
- Other personal details included in a resume or cover letter or that you otherwise voluntarily provide to us.

Failure to provide this personal data may affect our ability to accomplish the purposes stated in this Privacy Notice.

We will collect the majority of the personal data that we process directly from you. In limited circumstances third parties may provide your personal data to us, such as recruiting agencies or job websites, former employers, official bodies (such as regulators or criminal record bureaus), medical professionals, or other sources.

### **Collection and Use of Special Categories of Personal Data**

The following special categories of personal data are considered sensitive under the laws of your jurisdiction and may receive special protection:

- Racial or ethnic origin.
- Political opinions.
- Religious or philosophical beliefs.
- Trade union membership.
- Genetic data.
- Biometric data.
- Data concerning health.
- Data concerning sex life or sexual orientation.
- Data relating to criminal convictions and offences.

We may collect and process the following special categories of personal data when you voluntarily provide them for the following legitimate business purposes, to carry out our obligations under

AUDIO. VIDEO. CONTROL.



employment law, for the performance of the employment contract, or as applicable law otherwise permits:

- Trade union membership information to:
  - pay trade union premiums; and
  - comply with employment law obligations.
- Data relating to leaves of absence to comply with employment law,
- Physical or mental health condition or disability status to ensure employee safety in the workplace and provide appropriate workplace accommodations.
- Race or ethnic origin for work permit purposes.

Where we have a legitimate need to process special categories of personal data about you for purposes not identified above, we will only do so only after providing you with notice and, if required by law, obtaining your prior express consent.

### **Use of Personal Data**

We only process your personal data where applicable law permits or requires it. The legal bases we rely on the process your personal data will include, depending on the circumstances, where the processing is necessary for the performance of our employment contract with you, to protect your vital interests, with your consent if applicable law requires consent, and as necessary for our legitimate interests, which include hiring and retaining qualified employees, complying with laws and regulations that govern our conduct in the countries where we operate, and administering Biamp's business in an efficient, ethical, and appropriate manner.

We may process your personal data for the following legitimate business purposes and for the purposes of performing the employment contract with you:

- To administer human-resource functions relating to the recruitment, hiring, review and appraisal of employees (including to conduct background and reference checks, to confirm an employee is legally entitled to work, to conduct performance reviews and performance management) and to monitor and analyze the opportunities, remuneration and benefits available to employees.
- To administer payroll, the payment of expenses, remuneration and other benefits of employees such as bonuses, long term investment plans, loans, retirement plans, medical care, life insurance, long and/or short term disability plans, medical and/or family leave plans.
- To communicate with employees and/or their representatives, including using personal communication channels in emergency situations.
- In an emergency situation, such as a natural disaster or medical emergency, to ensure the safety or security of employees or other persons.
- To provide engagement opportunities, including discount programs and access to promotions, competitions, awards, and third-party products and services.
- To enable Biamp to monitor and perform the duties and obligations arising under contracts of employment or contracts with third parties.
- For employee education, training and development.

AUDIO. VIDEO. CONTROL.



9300 SW Gemini Drive  
Beaverton, OR 97008 USA



1.503.641.7287  
1.800.826.1457



biampinfo@biamp.com  
biamp.com



- To make or coordinate employee business-related travel and entertainment.
- To manage sickness absences, or to comply with Biamp’s health and safety obligations, or other similar obligations to employees.
- To carry out equal opportunity and diversity monitoring and/or reporting.
- To carry out and manage the business of Biamp, including for statistical analysis; budgeting, planning and forecasting for operational and financial purposes; and project management and headcount/resource allocation.
- To comply with Biamp’s legal obligations, for example, under laws in such areas as immigration, tax or financial regulations.
- To prepare to conduct or conduct or assist in internal company investigations, audits or inquiries involving Biamp.
- To investigate and resolve grievances, complaints, misconduct, breaches of any contract of employment, any applicable internal regulations or any codes or policies of Biamp by or involving an employee or where necessary to take disciplinary action against an employee.
- To respond to proceedings, inquiries and investigations of governmental, administrative, judicial or regulatory authorities involving Biamp, and to respond to any requests or demands made on Biamp by any such authorities.
- To conduct activities in connection with actual or prospective legal proceedings involving Biamp or for the purposes of obtaining legal advice or establishing or defending legal rights of Biamp.
- To manage the performance and security of our equipment, facilities, intellectual property and electronic platforms, including administering access rights, authenticating individuals’ access rights with respect to information systems, resources and facilities, maintaining access logs, monitoring compliance with information security and other Biamp policies, operating CCTV and other recording software and systems, and using personal data for investigations and disciplinary actions.
- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding.
- For any other purpose described to the employee when collecting their personal data.

We will only process your personal data for the purposes we collected it for or for compatible purposes. If we need to process your personal data for an incompatible purpose, we will provide notice to you and, if required by law, seek your consent. We may process your personal data without your knowledge or consent only where required by applicable law or regulation.

### **Data Sharing**

We will disclose your personal data to our employees, contractors, designated agents, and third-party service providers as necessary to accomplish the purposes set forth above. Third-party service providers may include, but are not limited to, payroll processors, benefits administration providers, and data storage, hosting, and other software and information technology providers. These third-party service providers may be located outside of your home jurisdiction.

We may also disclose your personal data to the following additional parties, and for the following additional purposes, where permitted or required by applicable law:

AUDIO. VIDEO. CONTROL.



- To other members of our group of companies (including outside of your home jurisdiction) for the purposes set out in this Privacy Notice and as necessary to perform our employment contract with you.
- As part of our regular reporting activities to other members of our group of companies.
- To comply with legal obligations or valid legal processes such as search warrants, subpoenas, or court orders.
- To protect the rights and property of Biamp.
- During emergency situations or where necessary to protect the safety of persons.
- Where the personal data is publicly available.
- To other third parties to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding.
- For additional purposes with your consent where such consent is required by law.

### **Cross-Border Data Transfers**

Where permitted by applicable law, we will transfer the personal data we collect about you to the United States and other jurisdictions whose laws may not be deemed to provide the same level of data protection as your home country, as necessary to perform our employment contract with you and for the purposes set out in this Privacy Notice. If you are located in the EU, we have implemented Standard Contractual Clauses that have been approved by the EU as part of an intercompany agreement between Biamp and certain of its affiliates to facilitate the transfer of your personal data to the United States and other jurisdictions in accordance with applicable law. If you have questions about the Standard Contractual Clauses or wish to obtain a copy, please contact us as set forth in the “How to Contact Us” section of this Privacy Notice.

### **Data Retention**

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, as required to satisfy any legal, accounting, or reporting obligations, or as necessary to resolve disputes. To determine the appropriate retention period for personal data, we consider our statutory obligations, the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes for which we process your personal data, and whether we can achieve those purposes through other means.

Under some circumstances we may anonymize your personal data so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent.

### **Your Rights Regarding Your Personal Data**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your employment. By law you may have the right to request access to, correct, and erase the personal data that we hold about you.

When we process your personal data based on our legitimate interests, you have the right under certain circumstances to object to the processing of your personal data.

AUDIO. VIDEO. CONTROL.



9300 SW Gemini Drive  
Beaverton, OR 97008 USA



1.503.641.7287  
1.800.826.1457



biampinfo@biamp.com  
biamp.com



If we process your data based on your consent, you also have the right to withdraw your consent at any time. You may also have the right to request that we transfer your personal data to another party.

If you want to review, verify, correct, or request erasure of your personal data, object to the processing of your personal data, request that we transfer a copy of your personal data to another party, or withdraw your consent for processing that is based on your consent, please contact us at set forth in the “How to Contact Us” Section of this Privacy Notice. Any such communication must be in writing.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal data that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

### **Changes to This Privacy Notice**

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any updates. If we would like to use your previously collected personal data for different purposes than those we notified you about at the time of collection, we will provide you with notice and, where required by law, seek your consent, before using your personal data for a new or unrelated purpose.

### **How to Contact Us**

If you have any questions about this Privacy Notice or about our processing of your personal data or would like to make an access or other request, please contact us at:

**Biamp Systems, LLC**  
9300 SW Gemini Drive  
Beaverton, OR 97008  
**Attn:** Legal Department  
**Email:** [legal@biamp.com](mailto:legal@biamp.com)

If you are unsatisfied with our response to any issues that you raise, you have the right to make a complaint with the data protection authority in your jurisdiction.

Effective Date: July 20, 2020

AUDIO. VIDEO. CONTROL.