

## **Amphenol EEA and Switzerland Employee Data Protection Notice (Issue 2 – June 2023):**

Amphenol needs to process and retain certain information regarding its employees' personal data. Amphenol is respectful of such information and is committed to protecting it in line with applicable data protection laws.

Data protection legislation regulates the way in which certain data about you, both in paper and electronic form, is held, used, transferred and disclosed. This Notice will give you some useful information regarding the type of data that Amphenol and its affiliates in the European Economic Area ("EEA") and Switzerland (the "Company") may keep about you and the purposes for which it is kept.

This Employee Data Protection Notice relates and applies to the personal data of employees (both current and former) that are Processed by the Company. "Processing" includes the collection, storage, retrieval, alteration, disclosure or destruction of personal data.

For further information on the principles applied by the Company to protect its employees' personal data, please refer to the Amphenol Data Protection Policy, available from the HR Department.

### **1. How the Company Uses Your Personal Data**

Throughout employment and for as long as is necessary after the termination of employment, the Company may Process your personal data for purposes connected with your employment, including, but not limited to: recruitment, appraisals, performance, promotion, training, pay and remuneration, pension and insurance and other benefits, tax, other deductions from pay, health and safety, discipline, grievances and termination of your employment to: (i) ensure compliance with legal and regulatory requirements and Company policies, and; (ii) comply with contractual obligations for administration, reporting and management and resource planning.

The Company may also Process personal data, including special categories of personal data as described below, if it is necessary to do so for compliance with any legislative requirement.

### **2. The Personal Data Collected by the Company**

The types of personal data that the Company may Process includes, but is not limited to, your:

- Personal details – Employee name, home address, e-mail address, telephone number (including personal mobile number) and other contact information, national identity/registry/insurance/social security numbers, images, date of birth, citizenship and nationality, gender, details of language skills, and where applicable by law, details regarding military service;
- Family & social – Family composition (including marital status or partnership, names of spouse and/or dependants and/or next of kin and relationship), nominated beneficiaries and emergency contact details;
- Education and training - Educational and vocational training (including qualifications, grades, attendance at educational establishments and training received) student status and spoken/written/reading language proficiency;

- Employment details – Status of employment, performance ratings, work time/utilisation records and forecasts, training records, evaluations, holiday or annual leave arrangements, terms of labour contract, details of any disciplinary actions, health and safety data, employee benefit plan participation details, work authorisation/eligibility/permit/visa requirements/status, stock option grants, grant number and type and value, employee number, company ID number, business title/unit/department/location, job functions and description, working arrangements (full/part-time), job location(s), seniority data, retirement age, contract length, hire/re-hire/termination date and codes, supervisor hierarchy, line management details, security clearance, work history and experience, business travel arrangements, details of mobility/willingness to relocate, workplace accident information, occupational health information;
- Salary information – Salary information, expense reimbursement, benefit information, bank account details, direct deposit/credit arrangements, pension payment and stock option information (stock grants or option exercise details), bonus, additional pay, variable compensation awards, tax data (national and local), flexible spending enrolments, grant valuation information, paid time off and credit card details (personal and business).

### **3. The Special Categories of Personal Data Collected by the Company**

Where required by local laws the Company may hold special categories of personal data (also known as sensitive data) about you. This type of data may include information about your health, racial or ethnic origin, political opinions, religious or philosophical beliefs, or criminal records. When processing special category data, the Company would usually rely on one or more of the following 'additional legal basis':

- Exercise legal rights of carry out legal obligations in accordance with employment;
- To establish, exercise or defend a legal claim;
- For the prevention or detection of unlawful acts;
- For the vital interests of the data subject, where they are unable to consent; (life/death situations);
- Where the data subject has made the data public themselves;
- Processing is necessary for reasons of substantial public interest;

The Company may, in certain circumstances, ask you for your explicit consent to any Processing, unless the Company Processes such special categories of personal data because it is legally required to do so or where otherwise permitted by law. Where the Company is legally required to obtain explicit consent, it shall only Process special categories of personal data subject to your freely given and unambiguous consent.

### **4. How the Company Protects Personal Data**

The Company will take all steps reasonably necessary to ensure that there are appropriate security measures in place to safeguard your personal data or that relating to third-parties e.g. next of kin information. In determining the appropriate security, the Company takes into account technological developments and assesses the measures in place against the risk of harm that may result from a security breach. The security measures implemented by the Company are appropriate to protect against the risks presented by the Processing and are put in place to prevent unauthorised disclosure, loss, destruction or damage to your personal data.

## **5. With Whom the Company Shares Personal Data**

Your personal data may be shared across the Company and its affiliates, where necessary, to fulfil legitimate business purposes or to comply with applicable legal requirements.

The Company may also share your personal data with certain third parties and service providers (e.g. insurers, legal and other professional advisers, company credit card providers, pension scheme administrators) that it has retained to perform services on its behalf, to provide employment/related benefits, or for legal/regulatory purposes. The Company prohibits these third parties from using or disclosing your personal data except as necessary to perform services or to comply with legal requirements. The Company may disclose your personal data without offering you an opportunity to opt out of such disclosure: (1) as permitted by law or required by legal process; (2) to law enforcement authorities or other government officials; or (3) when the Company believes disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity.

The Company reserves the right to transfer any personal data it has about you in the event that the Company sells or transfers all or a portion of its business or assets, without offering you the opportunity to opt out of such transfer (except where required by local law). Should such a sale or transfer occur, the Company will use reasonable efforts to direct the transferee to use employee personal data in a manner that is consistent with this Employee Data Protection Notice.

## **6. International Transfers of Personal Data**

The personal data the Company holds will be for management and administrative use only but the Company may, from time to time and subject to the appropriate safeguards, need to transfer personal data it holds about you to relevant third parties internationally, for example, for the purposes of recruitment, secondment or other purposes arising out of a Company policy.

The personal data that the Company collects from you may be transferred to, and stored at, a destination outside the EEA and Switzerland. It may also be Processed by the Company staff operating outside the EEA and Switzerland, or one of its affiliates, or data processor(s) engaged by the Company. Some of these destinations do not offer the same statutory protection for personal data as exists within the EEA and Switzerland. Such transfers will be for the same limited purposes, and under similar security conditions, as those applicable to the Processing of your personal data in your country. The transfers are made subject to a personal data export agreement pursuant to which members of the Company outside the EEA and Switzerland or data processors outside the EEA and Switzerland accept a personal data protection regime which is the same in all material aspects as the EU/Swiss regime.

## **7. How long we hold your personal data for**

For information about how long we hold your personal data, see our record of processing.

## **8. Your Rights Under Applicable Laws**

You may have the right to request access to, correction or erasure of, or to object to, personal data processed by the Company about you. You can find more information about these rights, and how to exercise them, in the Amphenol Employee Data Protection Policy.

## **9. Questions or Concerns About Your Personal Data**

If you have any concerns regarding the Processing of your personal data as described throughout, please contact your Human Resources Manager. The Company will take appropriate steps to address any inquiries or complaints. The Company also cooperates with relevant data protection authorities for complaints concerning its handling of your personal data.