

Privacy Notice for Third Parties

Our employee, with your consent, has provided your contact details for one or more of the purposes listed in the table below. This privacy notice describes how voestalpine Metsec plc (“Metsec”) will collect and use your personal information whilst your spouse/partner/relative/friend etc. is working for us, in accordance with the Data Protection Act (DPA) 2018. Metsec is the “data controller” for the information provided unless otherwise stated.

What information is collected and how it is processed

You have provided information for at least one of the purposes shown in the table below. Your information will only be processed for the purpose it is provided. It will not be used for any other reason. “Data processors” are third-parties who administer our benefit schemes. Your information will only be shared with a “data processor” if it is required in order to administer the benefit. We have contracts in place with our “data processors”. This means that they cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. We will not share any of the information you provide with any third-parties for marketing purposes, but we may store or transfer any of your information outside the European Economic Area (EEA). If we do, you can expect a similar degree of protection in respect of your information. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards, model clauses or a declaration of adequacy.” The information you provide will be held securely by us and/or our “data processors” whether the information is in electronic or physical format.

Purpose of the information provided	What information is requested	Why is the information required	Who we share it with (“data processor”)	How long we hold the data for	Legal basis
Emergency Contact Details (on the Personal Details Update Form)	Name, Relationship, Address, Home Number, Work Number, Mobile Number	In case of an emergency during working hours	No-one, it is stored on the personnel file of our employee and will only be used in the event of an emergency	Destroyed when the employee leaves. You can request the information to be destroyed at any time prior to this	Legitimate interest. Vital interests. Consent
Shared Parental Leave/Pay (intention to take, book or vary)	Name, Address, NI Number	So you can be contacted if required. To confirm eligibility to claim. To provide details to HMRC	HMRC	3 years	Legitimate interest. Consent
Life Assurance	Name, Relationship, Address	Our employee is entitled to a death in service payment. They have nominated you to receive all or some of this benefit	Your information will be stored in the Company fire proof safe and will only be shared with the insurance company if a claim is made	Destroyed when the employee leaves. You can request the information to be destroyed at any time prior to this	Vital interests. Consent
Health Cash Plan	Name, Gender, Title, Date of Birth	Our employee has requested to join the scheme and wants to include you on the plan	Our Health Cash Plan Provider	6 years	Consent
Private Health Insurance Scheme	Name, Gender, Title, Date of Birth	Our employee is eligible to join the scheme and wants to include you on the plan	Our Private Health Insurance Provider	6 years	Consent
Driving a Company car (Submission Form or Self-Declaration)	Name, Driving Licence Details	To ensure you are eligible to drive a Company car used by our employee. To comply with the insurance policy	If you are involved in an accident whilst driving a Company vehicle, your details will be shared with the motor insurance company. It will also be shared with relevant law enforcement organisations if they request it	Destroyed when the employee leaves. You can request the information to be destroyed at any time prior to this, although you will no longer be able to drive the Company car	Legitimate interest. Consent. Legal obligation

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- » Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- » Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- » Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
- » Object to processing of your personal information where we are relying on a legitimate interest (or those of a third-party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
- » Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you (e.g. if you want us to establish its accuracy or the reason for processing it)
- » Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Information Security Team by emailing Metsec.dataprotection@voestalpine.com or writing to this address:

voestalpine Metsec plc - Information Security Team
Broadwell Road
Oldbury
West Midlands
B69 4HF

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Data protection contacts

The Information Security Team has been appointed to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Information Security Team via the details above.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the United Kingdom (UK) supervisory authority for data protection issues. You can contact them by visiting www.ico.org.uk/concerns or calling their help line on 0303 123 1113.

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 substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.