

# **United Kingdom & Republic of Ireland (UK&I)**

## **HR - Employee and Contractor Data Privacy Policy**

**Effective Date: 4<sup>th</sup> September, 2024**

The Estee Lauder Companies (ELC) is committed to respecting the privacy of our employees and processing your personal data in a manner consistent with ELC's core values, and our code of conduct, of respect for the individual, and uncompromising ethics and integrity, and ensures operational excellence.

This Privacy Policy describes how ELC collects, uses, discloses and safeguards the personal data of employees and contractors, during and after employment, in relation to the various human resources and other functions, including administration of payroll, rewards, employee benefits, performance management, ID&E, security and OneSource servicing.

References in this Privacy Policy to "we", "us", "our", "ELC" are references to the entity or entities responsible for establishing the purposes for the processing of personal data of employees and contractors in United Kingdom and Republic of Ireland (UK&I). See the Data Controllers section below for details.

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### **WHAT INFORMATION WE PROCESS**

We may collect or process the following types of information about you:

- Personal identifiers and contact information such as your name, personal and work address, email address, and phone numbers, government-issued identification (e.g. passport or driving license), national insurance information (or its equivalent), citizenship or visa information, and photograph;
- Information about your private life and demographic details such as your marital status and dependent, spousal or partner information, emergency contacts, age, date of birth, gender, gender identity, sexual orientation, nationality, ethnicity, religion, disability, family history related to schooling and occupation, and the duration of provision of care at home;
- Payroll, benefits, financial and expense information such as your bank account information, corporate and personal credit card details, salary, taxes, benefits (including pension, insurances, and equity awards), other compensation information, business expenditures and claims, travel history, and travel preferences;
- Employment information such as your title, office location, supervisor, education, training, work experience, employment history, performance evaluations, references, disciplinary or grievance information, holidays, absence and related medical information, workplace accidents, and fitness to work;
- Commercial Information such as employee discounts, order and transaction information, purchase history, product preferences, and staff concession credits and spend;

- Audio and visual information, such as the records created when you call the OneSource servicing team, and images from CCTV surveillance in our offices, retail stores, manufacturing, warehouse, and distribution centers;
- Communication records and user content such as your communications on corporate devices, email, messaging services, Intranet or other workplace communication tools, and any other personal content you provide (including photographs and images, videos, reviews, articles, survey responses and comments); and
- Information about your use of technology resources such as username, password and log files that may be processed pursuant to our internal policies (e.g. Acceptable Use of Information Systems and Electronic Communication for Employees policy, Bring Your Own Device policy, Code of Conduct, etc.) for the purposes described in those policies, subject to applicable law.

To the extent permitted by applicable law, we may also collect limited sensitive or special categories of personal data about you. This may include health information, severe allergies, disabilities, other medical conditions; religion data for regulatory employment reporting (e.g. Northern Ireland Fair Employment Regulations); and information including ethnicity, religion and disability for the purpose of inclusion, equality and diversity. For more information, please see the ELC Census and ELC Listens section below.

We will obtain the above information directly from you or from our HR systems or personnel where your personal data is generated by us in the course of performing your employment contract.

## **HOW WE USE YOUR INFORMATION**

ELC will process your personal data to the extent necessary to perform your employment contract, for the purposes of administrative human resources management, work organisation and administration of compensation, health insurance, benefits programs, payroll, and the corporate credit card programme.

We will also process your personal data to comply with a legal obligation to which we are subject, including for the purposes of reporting your data to social security or tax authorities.

We will process your personal data to support other human resources functions and activities, only if we have a legitimate interest in doing so, including to support the following functions and activities:

- Internal recruitment and staffing;
- Managing employee performance, conduct and careers;
- Administration of employee benefits and rewards;
- Providing training;
- Occupational health;
- Managing professional mobility and travel expenses;
- Supporting, responding to and communicating with employees and enabling them to communicate with one another;
- Administration and allocation of employee gifts, competition and prizes;
- Conducting employee surveys and data analysis;
- Aggregating data for regulatory reporting such as working hours and the gender pay gap;
- Operating ELC's IT tools;
- Monitoring and enforcing of Company policies;
- Enforcing legal claims and conducting litigation, investigations or dispute resolution;
- Ensuring workplace health and safety and protecting Estée Lauder, its personnel and the public against injury, theft, legal liability, fraud or abuse;
- Ensuring business continuity and disaster recovery;
- Conducting business in compliance with all applicable foreign legal requirements (including those imposed in connection with U.S.-based litigation) and managing risks;
- Selling or transferring all or part of the business; and
- Granting discounts to employees to purchase ELC's products at employee corporate stores, free standing stores, specific dedicated websites or via other means.

We may also use your personal data to perform analytics which means the examination or analysis of data in order to gather useful insights or draw conclusions resulting from your usage of ELC IT Tools and Networks as defined in the section below. When performing data analytics, we will use your personal data to manage and develop our business and operations, to understand your needs, and to develop, enhance, market or provide products and services to you.

For specific instances and when required under UK data protection and privacy laws we will request your consent to process personal data, for example when processing sensitive personal data that are classified as special categories of data; or giving you a choice in respect to use of your personal contact information for communications.

## **ELC CENSUS AND ELC LISTENS**

The Estee Lauder Companies is an equal opportunity employer committed to providing a diverse, inclusive and equitable culture and work environment free from discrimination based on protected characteristics such as race, religion, gender, age, sexual orientation, gender identity, or disability.

We utilise the ELC Census and ELC Listens reporting dashboards to gather anonymous insights, analysis, and benchmarking. This anonymised data helps us learn more about the diversity of our region's workforce; measure and monitor how well we're doing in meeting our commitments to improve social mobility, inclusion, diversity and equality; and enables us to adapt our business and working practices to meet the needs of everyone.

We process your sensitive personal data for the purpose of ELC Census and ELC Listens based on the explicit consent you give by making your selections to questions during onboarding and in HR Connect. Your decision to provide this information is completely voluntary and will not affect your employment or opportunities at ELC. If at any time you wish to object or restrict such processing, or withdraw consent you are free to update the demographic information selected under your HR Connect profile at any time and can select 'prefer not to say', or you can also submit a request using the contact details in the "How To Contact Us" section below.

As an input to the ELC Census we will process your confidential personal data, including social mobility, and sensitive information such as ethnicity, disability, sexual orientation and religion where you provide this information during the onboarding process or via OneSource HR Connect. Our ELC Listens survey is supported by a third party employee experience and listening service provider ("Perceptyx"). We will also transfer the ethnicity, disability status and social mobility information you have provided to Perceptyx to support ELC Listens and enable them to combine with your survey responses in order to generate aggregate statistics and reporting on social mobility, inclusion, diversity and equality that would be analysed at an anonymous level by ELC.

## **MONITORING OF ELC DOCUMENTS, INFORMATION, DATA AND IT SYSTEMS, APPLICATIONS AND NETWORKS**

ELC may monitor your usage of its IT systems, applications and networks (collectively, "Networks") in accordance with applicable law and ELC policies including the Code of Conduct, the Bring your Own Device (BYOD) Standard and the Acceptable Use of Information Technology Standard. Such monitoring of the Networks may include access and review of: (1) professional emails, chat scripts, and other communications (collectively, "Communications") sent and received on the Networks; and (2) files, documents, information, and data (collectively, "Files") transferred or stored on the Networks. Deleted professional Communications and Files may also be subject to monitoring if such Communications and Files can be extracted from internal storage memory.

This monitoring is conducted for our legitimate interest, which includes, but is not limited to, maintaining the safety and security of ELC's Networks, preventing work disruptions, responding to data subject access requests, and ensuring compliance with ELC policies. Only limited personnel from IT, Human Resources, Legal, Privacy and your manager may have access to such professional Communications and Files, and the personal data contained therein, as part of their job duties.

We retain personal data collected in connection with the monitoring described in this section for a limited period of time, as required for the purposes mentioned above and in accordance with applicable law. In the event of an investigation, litigation or court proceedings, personal data will be retained for the duration of such investigation, litigation or court proceedings or for a longer period as may be required for the establishment, exercise or defence of a legal claim.

## **SHARING OF INFORMATION**

Your personal data will only be used within ELC by those with a legitimate need to receive such data, including professionals from the Human Resources, Legal, Security, Finance and Accounting departments, as well as managers and executives making employment-related decisions and relevant IT personnel.

Your personal data will be disclosed to agents, contractors, and other third-party service providers that provide benefits or services to ELC and its employees, such as IT support, storage, payroll and benefits providers. ELC has contractually bound these processors to appropriate data security and confidentiality obligations in accordance with applicable law.

If you work for a retail partner such as a concessionary or wholesale store we will also share your personal data (and they may share your personal data with us) as required for onboarding, recharge of salary, and where they may have other valid legitimate interests to process your personal data for health, safety and security purposes while you work in their store.

In addition, we may disclose personal data about you with other third parties (i) if we are required to do so by law or legal process, (ii) to law enforcement authorities or other government officials, (iii) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss, or in connection with an investigation of suspected or actual fraudulent or illegal activity, and (iv) when disclosure of your personal data is otherwise required or permitted by law.

## **INTERNATIONAL TRANSFERS**

Your personal data may be transferred, stored, or processed in countries other than the United Kingdom and Republic of Ireland. Specifically, we will transfer your personal data to our affiliates and third-party service providers in the U.S. or other countries. Those countries may not have the same data protection laws as the United Kingdom and Republic of Ireland, and your personal data will be subject to applicable foreign laws. When we transfer your personal data to other countries, we will protect that information in the manner described in this Privacy Policy. We will also comply with applicable legal requirements providing adequate protection for the transfer of personal data, such as the conclusion of data transfer agreements, E.U. Standard Contractual Clauses, the UK's International Data Transfer Agreement or other applicable data transfer mechanisms. If you have questions about our data transfers or would like to receive a copy of any applicable data transfer agreements (where required by law), please see "How To Contact Us" section below to get in touch.

## **DATA RETENTION**

ELC will keep your personal data for the duration of your employment relationship, plus a reasonable period thereafter in order to be able to run regular deletion routines, to take into account the applicable legal limitation period, as required to facilitate the administration of ongoing benefits such as pensions and employee share plans, or if required under mandatory applicable law. For additional information about data retention policies, please see "How To Contact Us" section below to get in touch.

## **DATA SECURITY**

ELC maintains appropriate technical and organisational safeguards to ensure an appropriate level of security for your personal data, in particular to protect your personal data against accidental, unlawful or unauthorised destruction, loss, alteration, disclosure, access or use, and all other unlawful forms of processing.

## YOUR PRIVACY RIGHTS

Subject to applicable law, you have the right to request access to and rectification or erasure of the personal data we maintain about you, or to request the restriction of the processing of your personal data or to object to that processing on grounds relating to your particular situation as well as the right to withdraw your consent. You also have the right to receive, in a structured, commonly used and machine-readable format, the personal data that you have provided to us, as well as the right to have this information transmitted to another data controller, where it is technically feasible.

Please speak with your line manager or HRBP in the first instance if you would like to raise a complaint concerning the way we process your personal data and they will try to help resolve any issues directly. You can also raise a complaint through our [Privacy Request Portal](https://www.elcompanies.com/en/privacy/privacy-request-portal) that can be accessed here: <https://www.elcompanies.com/en/privacy/privacy-request-portal>, or the local Data Protection Officer can be contacted at this email address: UKI\_Privacy@estee-lauder.co.uk.

The Data Protection Authority in the UK is the Information Commissioner's Office (ICO), you have the right to contact the ICO at any time, for further information please see <https://ico.org.uk/>. Employees in Republic of Ireland can contact the Data Protection Commission (DPC) in the Republic of Ireland, details can be found here: <https://dataprotection.ie/en>.

## DATA CONTROLLERS

A data controller is the entity or entities responsible for establishing the purposes and means for the processing of your personal data. The data controllers for the processing of the personal data of employees and contractors in the United Kingdom and Republic of Ireland are as follows:

All UK&I Employees and Contractors (not covered in the list below)	Estée Lauder Cosmetics Limited One Fitzroy, 6 Mortimer Street, London W1T 3JJ, United Kingdom
Jo Malone London Employees and Contractors	Estée Lauder Cosmetics Limited One Fitzroy, 6 Mortimer Street, London W1T 3JJ, United Kingdom  Jo Malone Limited One Fitzroy, 6 Mortimer Street, London W1T 3JJ, United Kingdom
Whitman Laboratories Employees and Contractors	Whitman Laboratories Limited Bedford Road, Petersfield, Hampshire, GU32 3DD, United Kingdom  Estée Lauder Cosmetics Limited One Fitzroy, 6 Mortimer Street, London W1T 3JJ, United Kingdom

## HOW TO CONTACT US

If you have any questions or would like to exercise your rights in relation to the processing of your personal data, please submit your request through the [Privacy Request Portal](https://www.elcompanies.com/en/privacy/privacy-request-portal) that can be accessed here: <https://www.elcompanies.com/en/privacy/privacy-request-portal>.

You may also get in touch with the local Data Protection Officer by sending an email to: UKI\_Privacy@estee-lauder.co.uk, or writing to: Data Protection Officer, One Fitzroy, 6 Mortimer Street, London, W1T 3JJ, United Kingdom.