

## Policy Acceptance

All personnel must print, sign & date at the bottom of this page to confirm the following have been read and understood.

- The Reed Elsevier Code of Ethics & Business Conduct.
- LNUK Information Security Guidance.

## Data Protection Statement

By signing this statement below you consent:

- LexisNexis Group and Reed Elsevier may process and retain any Personally Identifiable Information (PII) or Sensitive Personally Identifiable Information (SPII) you supply as a result of your employment in accordance with and as defined by the UK Data Protection Act. This includes information relating to your health, disabilities, racial and / or ethnic origin, trade union membership, etc. The purpose for this information collection is to enable LexisNexis Group and Reed Elsevier in complying with its contractual and non-contractual obligations, including without limitation: equal opportunities monitoring, sickness and absence monitoring, managing ill-health, incapacity issues and disability requirements.
- To the transfer of any PII or SPII retained and relating to you to any LexisNexis Group or Reed Elsevier Group company and their employees, professional advisors and third-party service providers, to HM Revenue & Customs and / or other authorities and prospective purchasers of any part of LexisNexis Group's or Reed Elsevier Group's business in exchange for suitable confidentiality undertakings - including transfers outside the European Economic Area subject to such transfers being made on the basis of a contract between a LexisNexis Group or Reed Elsevier Group company and the transferee which incorporates the model clauses published by the International Chamber of Commerce even where the territory in question does not maintain adequate data protection standards or, in the case of transfers to any LexisNexis Group or Reed Elsevier Group company outside the European Economic Area, subject to any implemented Binding Corporate Rules.
- To submit to additional background checks which the Company may reasonably request from you. These may be the same checks which you agreed to on commencement of your employment, or further checks - should business needs, legal or regulatory obligations mean that additional checks become advisable.
- You are entitled to update your information at any time and you are entitled to a copy of records LexisNexis and Reed Elsevier hold about you. Submit a Subject Access Request to the LNUK Data Protection Officer to source this information - see <http://www.lexisnexis.co.uk/privacy/>

Role title (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_