

Employee Privacy Notice

VERSION 1.0

I. Introduction

As your employer, TATA Consultancy Services Canada Inc. (TCS Canada) (the “**Company**”) provides this Employee Privacy Notice to explain our practices regarding the collection, use, and other processing of certain Personal Information about employees and contractors (“**Employee Data**”), as described in more detail below.

II. Categories of Employee Data

The Company collects and processes the following categories of Employee Data:

- **Personal information:** name and contact information (address, phone number and emergency contact information), date of birth, government identification numbers, citizenship/residency, passport/visa information, personal status (marital status, dependents), and other data collection permitted or required by local law;
- **Employee status:** full-time, part-time, active, leave of absence and employment termination data;
- **Organization information:** work contact information, title, department, employer, cost centre, location, hire date, employee number and any previous hire or service dates, supervisor and job function;
- **Compensation information:** current base salary and differentials, annual salary, pay scale and range, type of employee, average hours worked, incentive information, equity and other compensation program participation and salary history;
- **Payroll information:** bank information, tax information, garnishments and deductions, time worked, vacation information, and other paid time off information;
- **Performance and talent information:** qualifications, evaluations, developmental planning, and other talent management and team based assessments; and
- **Background information:** educational, training, and employment background, and other background information commonly used for security screenings.

The Company may also collect and process the following categories of **Sensitive Employee Data**:

- Identification numbers such as Social Security Number, Tax ID or other national identification numbers.
- Financial information such as credit or debit card number, bank account number etc.
- Trade union membership, to the extent required by local law.
- Physical or mental health condition or sexual preferences, to the extent required to process any employee request for sick leave or accommodation of a disability or to reimburse covered out-of-pocket medical costs.
- Race/ethnicity, to the extent required by law.

- Religious and philosophical beliefs, to the extent required by law.
- Existence of a criminal record/history or unlawful/objectionable behaviour (not the criminal record itself). The Company engages a third-party provider for this purpose and only receives the report of these background checks.
- Passwords.
- Biometric data.

In certain circumstances, the Company may also collect consent at the time of collection for certain types of Sensitive Employee Data. In such cases, additional information regarding the types and purposes of use of such data will be provided.

The Employee Data will be collected either directly from employees, through their activities prior to, in the course of, and after their employment, or from third parties (including references, former employees, background check companies and recruitment agencies), subject to the requirements of applicable law.

III. Use and Disclosure of Employee Data

The Company uses and otherwise processes Employee Data to the extent necessary or appropriate for the following purposes: payroll processing, organizational and workforce administration and planning, finance and accounting, compensation management, training and employee development, career development and succession planning, information technology support, security screenings, compliance activities and any other pre-employment or employment related activities. Individuals within internal departments such as the human resources, legal, finance and accounting, administration, information security, communications, and information technology departments, as well as certain managers (i.e., the persons with assigned responsibility or managerial responsibility for the employee or groups of employees) will receive access to Employee Data in connection with the performance of their functions with the Company.

As part of normal business operations, the Company may disclose Employee Data to service providers in connection with benefits and payroll-related tasks (e.g. banks, payroll providers, insurers and other benefit providers). The Company may also disclose Employee Data to service providers for information security, information technology and human resources support (e.g., online training programs, and support services for performance evaluations and talent management applications). The Company may also share Employee Data with external advisors (e.g. lawyers, accountants and auditors). The Company may also provide certain Employee Data e.g. background information, personal information, and performance and talent information to clients for employees placed to work with that client. The Company seeks to (i) exercise appropriate due diligence in the disclosure of Employee Data to such service providers/third parties/clients, and (ii) require via contract or otherwise that such service providers/third parties/clients maintain adequate technical and organizational security measures to safeguard the Employee Data, and process the Employee Data only as instructed by the Company.

IV. International Transfers of Employee Data

The Company may transfer Employee Data to its parent company Tata Consultancy Services Limited ("TCS") or other affiliated companies of the Company, which may be located in a territory that may not provide a level of protection to Employee Data equivalent to that provided by your country of employment, in connection with certain personnel administration and employment-related activities. In order to provide adequate protection to Employee Data, TCS has implemented appropriate safeguards through data transfer agreements with its affiliated companies, including Company, to secure any such disclosures of Employee Data.

The Company may also disclose business contact details and other limited Employee Data to its affiliated companies in other territories, including territories that may not provide a level of protection to Employee Data equivalent to that provided by your country of employment, through employee directories, business applications, and in connection with information technology support and business continuity/disaster recovery requirements. This information is provided as necessary to carry out legal or business obligations, as permitted by employee consent, as necessary in connection with the performance of contracts, or as otherwise authorized or permitted by applicable law.

Employees with questions regarding affiliate companies of the Company should contact their local human resources representative or regional human resources director via the contact information set out at the end of this document.

V. *Other Processing required by law*

In addition to the activities described above, the Company may also process, disclose, and transfer Employee Data to governmental agencies and regulators (e.g., tax authorities), social organizations (e.g., a social benefits agency), courts and other tribunals, and government authorities to the extent permitted or required by applicable law.

VI. *Access to Employee Data*

Employees have the right to access, review, update, correct and request the deletion of their own Employee Data in accordance with applicable law. The right of access may not apply to data in respect of which a claim of legal privilege could be maintained in proceedings in a court in relation to communications between a client and his professional legal advisers or between those advisers. The right of updating, correcting and deleting may not apply to data required for use in connection with any investigation or proceedings initiated against the Employee concerned. Moreover, employees are responsible for informing the Company if there are any changes or inaccuracies to their Employee Data. Employees should transmit any requests for access or updates to, or corrections or deletions of, their own Employee Data to the Company as specified below.

Note: *Employees who have any questions about this Notice or wish to (i) access, review, correct or request the deletion of their Employee Data or learn more about who has access to such information, (ii) make any other type of request, or (iii) report a concern related to Employee Data, should contact vivek.kawley@tcs.com*

TCS' Privacy Policy is published at Ultimatix->Applications->Learning & Collaboration ->Knowmax->Featured Links ->My HR -> Global->Ethics& Conduct->Conduct->Privacy->TCS Global Policy-Privacy