

PRIVACY NOTICE

Infosys Limited, its subsidiaries, associates and affiliated companies (collectively referred to as “Infosys”, “us”, “we”) are committed to process your personal data as per the laws of your jurisdiction. We hereby notify you the following information about your personal data processing

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Personal data collected:

We collect your personal data such as Personal email Id, contact number, name, current address, permanent address, employee number, date of joining, geo location, work location, designation, last role changed, total experience in Infosys, performance rating, skill sets, skill tags, bank name, bank account number, role, project code, unit, Nationality/Citizenship, Infosys asset details, organization/company and reason for separation.

Data Recipients / Accessible to:

Your personal data is accessible to authorized internal teams at Infosys such as HR, Finance, Global Immigration, Facilities, ID card cell, concerned information security department (like ISG, Risk), concerned IT infrastructure department (like CCD, TIG), your managers and/approvers and Authorities/Auditors where applicable.

Lawfulness of Processing:

We process your personal data for following purposes:

- Triggering separation from the Infosys and to obtain necessary clearances to ensure the settlement is done appropriately
- For HR and Manager to validate the request and also look at interventions to retain the employee (where applicable).
- Ensuring details for communication post separation are available accurately
- Your mailbox may be accessed by Infosys for business reasons
- For audit purposes where applicable.
- For cancelling your work permit, where applicable
- To notify Immigration authorities, where applicable
- For rehiring purpose.

Your Rights (as per applicable DP laws): For any queries related to Data Privacy or to exercise your Data Privacy Rights as per applicable DP laws you may log a request to Data Privacy Office through AHD or send an email to privacy@infosys.com.

If you are a Brazil employee, you have additional rights to take confirmation on existence of your personal information, portability of your personal information to another service provider if applicable, anonymization or blocking of unnecessary information, information about public and private entities with which we have shared your data.

Secondary Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice, prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent (where applicable) to the new processing, unless authorized by law.

Data Transfer:

- **For Non-EU/EEA:** - If necessary, for the above stated purpose, the Personal Data listed above may be transferred to Infosys offices located India. We shall take the necessary steps to ensure confidentiality and security of the transferred data. Your personal data is transferred outside your jurisdiction based on SCC/ DTA/ Consent, where applicable (based on applicable DP Laws).
- **For EU/EEA, UK:** - The Personal Data listed above may be transferred to countries located outside of the EU/EEA, UK for which data protection legislation may differ from that of the EEA, UK, i.e. Infosys offices located India. We shall take the necessary steps to ensure confidentiality and security of the transferred data. We have in particular implemented the following safeguards: Standard Contractual Clauses (Art. 46 para. 2 lit. c) GDPR), the copies can be obtained by writing to privacy@infosys.com.

Data Security: Infosys adopts reasonable and appropriate security practices and procedures including administrative, physical security, and technical controls in order to safeguard your Personal Data.

Data Retention: Personal Data will not be retained for a period more than necessary to fulfill the purposes outlined in this Notice, unless a longer retention period is required by law or for directly related legitimate business purposes.

Contact your Local Data Protection Authority (as per applicable DP Laws):

If you are unhappy with how we safeguard your personal data, you have the right to bring a complaint to your local data protection authority where applicable (as per applicable DP Laws).

Contact your Data Protection Officer

If you have any queries, comments or requests, please contact our data protection officer via email: privacy@infosys.com or by logging an AHD request to Data protection Office.

For All Data Subjects -By providing your details to HR for initiating your Separation from the Organization on your behalf you are confirming that you have read this Privacy Notice for Infosys to hold and process your personal data for the above purposes.

Additional Privacy Consent (for all Non-EU/EEA/UK Data subjects belonging to jurisdictions where consent is required for legalizing data transfer as per applicable DP laws)

By providing your details to HR for initiating your Separation from the Organization on your behalf, you also consent to the transfer of your personal data outside your jurisdiction.