

Employee Privacy Notice

This Employee Privacy Notice (**Employee Privacy Notice**) explains how Annalise-AI Pty Ltd (ACN 635 645 260) and our affiliates (see **Group Entities** below) (**Annalise.ai, Employer, we, us or our**) and explains how we handle and manage your personal information/ data that we collect about you in relation to your employment or engagement, and the rights and options you have in this respect under any applicable privacy and data security laws and regulations (**Data Protection Laws**).

This Privacy Notice applies to employees, directors, officers, prospective employees, job applicants, contractors, temporary staff, agency workers and consultants of Annalise.ai each Group Entity (**Employees**).

It is important that you read this Privacy Notice to ensure that you are aware of the nature of the personal data that we collect, use, and disclose about Employees and the purposes for which we process such data. Personal data is any data (held in any format) which could be used to identify an individual natural person or is reasonable identifiable. In particular, this may include the collection and processing of special category data/ sensitive data (such as health or disability information) necessary for us to perform our duties as your employer and you confirm that you are aware of and consent to this.

For Employees located outside of the United Kingdom and European Economic Area: This Privacy Notice is not intended to create any additional rights under the Data Protection Laws that govern the country or region that you reside in (including, without limitation, the Privacy Act 1988 (Cth)) in respect of any personal data which would otherwise not be covered by such Data Protection Laws.

The relevant Data Protection Laws of the country or region of employment or engagement (as applicable) will apply to the Employee and there is no intention to extend or limit your local privacy legal rights, nor create additional obligations on the us as a result of this Employee Privacy Notice.

OTHER RELATED POLICIES

In addition to this Employee Privacy Notice, please refer to Annalise.ai's onboarding process where other applicable policies can be found.

TYPES OF PERSONAL INFORMATION WE COLLECT

The types and categories of personal data that we collect from our Employees include:

- personal or work contact details (e.g., home address, company name, personal or work email, phone number (mobile or landline) and job title);
- personal details (e.g., date and place of birth, immigration status, social security number, national insurance number and tax related details);
- professional details (e.g., previous work position, previous employer, employee ID, department, career data, CV details);
- identification documentation (e.g., copies of your passport, driving licence, national or work ID card);
- emergency contact details, personal contact details of other people, relatives, or friends;
- data that we are required to collect under various workplace relations, tax, superannuation/ pension, and other employment legislation;
- employment-related information (e.g., payroll data, bank details, training, appraisals/performance reviews, assessments, disciplinary matters),
- data relating to access to and use of our systems, facilities, and premises (e.g., data generated through CCTV, GPS, monitoring, and logging of your use of our communication and IT systems for security purposes);
- data relating to secondment, relocation, and business travel;

- data relating to, or generated from, compliance activities (e.g., data from reference checks, background checks, conflict checks);
- data relating to negotiations, employment disputes and similar matters.
- any other personal information you provide to us; and

We may also process special category data/ sensitive data only where you have specifically given us your consent or where required for, or permitted by, applicable law. For example, we may ask you for information about, or data that may reveal:

- your health and disabilities (e.g., to comply with related statutory workplace security or insurance biometric data (e.g., for access control or security purposes));
- racial or ethnic origin (e.g., for diversity purposes);
- religious beliefs (e.g., for potential tax purposes).

If you choose not to provide your personal data to us, this may impair our ability to administer your employment with us.

HOW WE COLLECT PERSONAL DATA

We may collect your personal data in various ways, including:

- directly from you when you interact with us by any means (e.g., during job applications, interviews, during the course of your employment, when you complete employee questionnaires, visit our intranet, our website or other communication or working platforms);
- from third parties where required or permitted by law (e.g., reference contacts, public authorities, courts, or background check agencies);
- from public sources (e.g., professional networks, company or event websites, directories);
- from official registers where required or permitted by law or where you have given us your consent; or
- from data generated about you during the course of your employment for the below [permitted purposes](#) (e.g., payslips, performance reviews, time recording, monitoring of premises, facilities and communication and IT systems).

Our technology and telecommunications systems will also collect and retain personal data, for example, through our email system, through workplace monitoring on a continuous and ongoing basis such as via CCTV cameras, IT monitoring, and use of access passes or other tracking technology to maintain security and safety of our systems, premises, and employees. Through these systems we may collect personal data about you including:

- personal data contained in personal emails and communications using our systems (to the extent necessary to ensure compliance with our policies and procedures and for security purposes);
- details of your movements within any Annalise.ai premises. The monitoring activities referred to above will commence at the following time:
- if you are an employee - at the commencement of your employment with Annalise.ai; and
- if you are not an employee (but you are an Employee as defined above) - at the commencement of your engagement or interaction with Annalise.ai;

PURPOSES OF PROCESSING PERSONAL INFORMATION

We need to collect, store, use and disclose personal data about Employees for a variety of personnel, administration, work, and general business management purposes. These include:

- to enter into, perform and terminate your employment or engagement contract with us (e.g., application process,

background and reference checks, onboarding, termination, or suspension of employment);

- for general human resources administration before, during and after your employment (e.g., payroll, administration of remuneration and benefits, pension or option schemes, travel expense management, performance management, annual leave and other leave of absence, grievance and disciplinary procedures, equal opportunity monitoring);
- personnel planning and development (e.g., training and development, performance reviews, promotions, and transfers);
- secondment, relocation, and business travel;
- strategic business planning and organisational purposes (e.g., planning, controlling, budgeting, benchmarking, and restructuring); and
- to ensure compliance with our policies, procedures, and standards;
- as permitted or required by law, including record keeping requirements and obligations under workplace relations legislation; and
- any other purposes notified to you in any policies, guidelines, codes of conduct or other communications.

TRANSFER OF YOUR PERSONAL DATA

Annalise.ai is primarily located Australia, which means it may be necessary to transfer your personal data outside of the country where you reside or perform your employment in order for Annalise.ai to fulfil its obligations as an employer to you. We may disclose the personal data about you to our other Group Entities, as well as certain third parties that provide a service to us, including those located in Australia and in other countries. Some of these third parties may be located outside the jurisdiction where you are employed (e.g., Australia, Singapore, USA, Europe, the Netherlands, the United Kingdom, India, and Vietnam) and may not offer the same level of data protection as the Data Protection Laws that apply in your country or region. For Employees that reside inside the United Kingdom or the European Economic Area, we apply appropriate contract safeguards to ensure the security, purpose limitation, access, recourse, enforcement of your privacy rights and integrity of your personal data (including entering into the EU standard contractual clauses (SCC's)). A list of these third parties that we use to process your data is available on request by contacting our Privacy Officer Email: privacy@annalise.ai.

You are aware that the transfer of your personal data as described above is a necessary transfer requirement as part of your employment by Annalise.ai and you agree to such transfer.

LEGAL BASES FOR PROCESSING

We process your personal data for the purposes set out above and where applicable on the legal bases set out in the following table:

PURPOSE	LEGAL BASIS
Enter into, perform, and terminate your employment or engagement contract	<ul style="list-style-type: none"> • Perform our contract with you • Legitimate interest: to administer our employment relationship with you
Human resources / People & Culture administration	<ul style="list-style-type: none"> • Perform our contract with you • Legitimate interest: to administer our employment relationship with you
Personnel planning and development	<ul style="list-style-type: none"> • Perform our contract with you

PURPOSE	LEGAL BASIS
	<ul style="list-style-type: none"> Legitimate interest: to administer our employment relationship with you
Secondment, relocation, and business travel	<ul style="list-style-type: none"> Perform our contract with you Legitimate interest: to manage secondments, relocation, and business travel
Strategic business planning and organisational purposes	<ul style="list-style-type: none"> Legitimate interest: to plan and manage our business
Compliance with policies, procedures, and standards	<ul style="list-style-type: none"> Legitimate interest: to comply/ ensure compliance with our internal policies
Identifying and preventing security threats to facilities, premises, and systems	<ul style="list-style-type: none"> Legitimate interest: office and facilities security and administration, maintain our IT systems, network, and data security
Crime/ fraud detection and prevention	<ul style="list-style-type: none"> Legal or regulatory obligation Legitimate interest: to comply with our legal obligations
Incident or accident notification	<ul style="list-style-type: none"> Legitimate interest: to comply with our legal and regulatory obligations
Compliance activities (external Regulatory Authorities and applicable laws)	<ul style="list-style-type: none"> Legal or regulatory obligation Legitimate interest: to comply with our legal and regulatory obligations
Retention (period of record keeping) – the time limits apply unless an applicable local employment law specifies otherwise	<ul style="list-style-type: none"> 2 years

DISCLOSURE OF PERSONAL DATA

We may from time to time disclose personal data of our Employees between our Group Entities for the purposes set out in this Employee Privacy Notice. Likewise, we may sometimes need to make Employee’s personal data available to legal and regulatory authorities, to accountants, auditors, lawyers, and other professional advisers, and to companies who provide products and services to us (such as IT systems suppliers, pension scheme, superannuation or medical benefit providers, insurers or underwriters, or other outsourcing providers). These third parties may be located outside the jurisdiction where you are employed such as in Australia, USA, the Netherlands, United Kingdom, India or Vietnam and we use contract obligations to ensure the reasonable security and protection of any personal data disclosed (see [Transfer of Your Personal Data](#)).

STORAGE OF PERSONAL DATA

We will take reasonable steps to keep secure any personal data which we hold about our Employees, and to protect it from misuse, interference, and loss, and from unauthorised access, modification, or disclosure.

Your personal data will generally be stored in secure cloud systems using Amazon Web Services.

ACCURACY AND RETENTION OF PERSONAL DATA

Annalise.ai endeavours to ensure that the personal data we collect, use, and disclose is accurate, up-to- date and complete. For example, from time to time, we may ask you to review and update the personal data we hold about you.

We will also take reasonable steps to ensure that we do not keep any personal data about Employees for longer than necessary. We may, for example, keep details of Employees for a reasonable period of time after they have left Annalise.ai employment or service. We need to do this to ensure benefits have been properly administered, to give references if requested to do so, to ensure that our legal and tax obligations have been satisfied. We will destroy or de-identify personal data when we reasonably determine that we no longer need to retain it.

YOUR DATA PROTECTION RIGHTS

Depending on the Data Protection Laws that apply in your country or region of residence, you have the following legal rights in relation to this Employee Privacy Notice:

- **Access** - You may request access to the personal data we hold about you, however, in some instances, reasonable charges may apply to provide copies.
- **Correction/ rectification** - You have the right to request that we correct or amend any personal data we hold about you which you believe is inaccurate, out of date, incomplete, irrelevant, or misleading.
- **Erasure/ (right to be forgotten)** - You have the right to request that we erase/ delete your personal data.
- **Restriction of processing** - You have the right to request that Annalise.ai restricts the processing of your personal data.
- **Object to processing** - You have the right to object to the processing of your personal data (e.g., you have the right to object to the use of your personal data for direct marketing purposes).
- **Data Portability** - You have the right to request that we send the personal data that we have collected to another organisation, or directly to you, under certain conditions and in a format that can be read by computer.
- **Withdrawal of consent** - If you have given us your consent for the processing of your personal data you may withdraw your consent at any time with future effect (i.e., the withdrawal of your consent does not affect the lawfulness of processing done based on the consent before its withdrawal). If you withdraw your consent, we will promptly delete the relevant personal data unless there is another legal ground permitting or requiring us to retain and continue processing such personal data.

For any of the above subject access requests, please send a description of your personal data concerned in writing stating your name and your relationship with us (if applicable) to the contact details below. In some cases, we may require proof of identity to verify your request and to protect your personal data against unauthorised access. We will carefully consider your request (usually within 30 days) and may discuss with you how it can best be fulfilled. To make this request, please contact the Privacy Officer at the address below.

If Annalise.ai fails to respond to your request or a complaint that you have made within a reasonable time after receiving it in writing, or if you are dissatisfied with Annalise.ai's response, you may lodge a complaint with the relevant data protection supervisory authority.

HOW TO CONTACT US

If you have any questions about this Employee Privacy Notice, the personal data we hold about you, or you would like to exercise one of your data protection rights of access, correction, erasure, restriction of processing etc, please contact us using the details below:

Australia: Annalise-AI Pty Ltd Attention: Privacy Officer Level P, 24 Campbell Street, Sydney NSW 2000, Australia	United Kingdom: Annalise-AI UK Ltd Attention: Privacy Officer 280 Bishopsgate, London, EC2M 4RB, England
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Email: privacy@annalise.ai	Email: privacy@annalise.ai
North America: Annalise-AI Inc Attention: Privacy Officer 8 The Green Suite R, Dover 19901, Delaware, USA Email: privacy@annalise.ai	Netherlands: Annalise-AI B.V Attention: Privacy Officer Schiphol Boulevard 359, WTC Schiphol 1118 BJ Amsterdam Schiphol, The Netherlands Email: privacy@annalise.ai
Vietnam: Annalise.ai Artificial Intelligence Company Limited Attention: Privacy Officer Room 16-01.02, Floor 16, 182 Le Dai Hanh Ward 15, District 11, Ho Chi Minh City, Vietnam Email: privacy@annalise.ai	India: Annalise-AI India Private Limited Attention: Privacy Officer 4th Floor Block A, Plot 4 and 5 Developed Plot Estate, OMR Perungudi Chennai Chennai TN 600096, India Email: privacy@annalise.ai

HOW TO CONTACT THE APPROPRIATE AUTHORITY

If you feel that your privacy has not been respected or that we have conducted ourselves inconsistently with this Employee Privacy Notice, the applicable Data Protection Laws, or for any other queries, problems, complaints, or communication in relation to this Privacy Policy, please send your complaint to the Privacy Officer at the address above.

You may also submit a complaint to the competent data protection supervisory authority in your country as follows:

Australia: Office of the Australian Information Commissioner <u>Website:</u> https://www.oaic.gov.au/ <u>Phone:</u> 1300 363 992 <u>Email:</u> enquiries@oaic.gov.au	United Kingdom: Information Commissioner's Office <u>Website:</u> https://ico.org.uk/ <u>Phone:</u> 0303 123 1113 <u>Address:</u> Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
India: Central Information Commission <u>Website:</u> https://cic.gov.in/ <u>Email:</u> fdesk-cic@gov.in <u>Phone:</u> 011-26183053 <u>Address:</u> CIC Bhawan, Baba Gangnath Marg, Munirka, New	EU: If you are located in the EU, you may contact the data protection authority in your jurisdiction. A list of contact details for EU data protection authorities is available at https://edpb.europa.eu/about-edpb/about-edpb/members_en

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GROUP ENTITIES AND CONTROLLERS

<p>Australia:</p> <p>Annalise-AI Pty Ltd</p> <p>ABN: 92 635 645 260</p>	<p>United Kingdom:</p> <p>Annalise-AI UK Ltd</p> <p>Company no: 12804340</p>
<p>USA:</p> <p>Annalise-AI Inc</p> <p>Company no: 6276448</p>	<p>Vietnam:</p> <p>Annalise.ai Artificial Intelligence Company Limited</p> <p>Tax code: 0316238672</p>
<p>Netherlands:</p> <p>Annalise-AI B.V</p> <p>Company no: 24317083</p>	<p>India:</p> <p>Annalise-AI India Private Limited</p> <p>Registration no: 156621</p>

If your personal data is processed under Data Protection Laws where the relevant Group Entity is the data controller (see above), that Group Entity is the party responsible for managing the exercise of your subject access rights under the applicable Data Protection Laws. For any data subject rights requests, or if you have any queries in this regard, please contact the Privacy Officer.

We can be contacted using the details set out above under "How to Contact Us".

CHANGES TO THIS EMPLOYEE PRIVACY POLICY

2023 Employee Privacy Policy – effective September 2023. We operate in a dynamic business environment. Over time, aspects of our business may change as we respond to changing market conditions and internal re-organisation of the business as it grows. This may require our policies to be reviewed and revised. If at any point we decide to handle Employees' personal data in a manner materially different from that stated in this Employee Privacy Notice, or if we are required to make significant alterations as a result of amendments and changes in privacy law, we will notify Employees as appropriate, and where necessary we will seek the prior consent of Employees.