

## **Employee Privacy Policy (EU)**

Last updated May 25, 2018

Hi-Rez Studios, Inc. and its subsidiaries (collectively “**Hi-Rez**,” “**we**,” or “**us**”) is committed to protecting the privacy and security of personal information that you provide in connection with your application for employment or employment with Hi-Rez as set forth in this Employee Privacy Policy (this “**Employee Privacy Policy**”). Please review this Employee Privacy Policy, its statements, terms and conditions carefully. If you have any questions regarding this Employee Privacy Policy, please contact Hi-Rez at [legal@hirezstudios.com](mailto:legal@hirezstudios.com).

### **COLLECTION OF EMPLOYEE INFORMATION**

If you submit an application for employment to or are currently an employee of Hi-Rez, Hi-Rez is authorized to collect the information in any form it obtains through your application for employment or continued employment with Hi-Rez, and your submission of employee related documents, including but not limited to the personal information that you submit in connection with your employment or intended employment (collectively “**Employee Information**”). Examples of Employee Information collected in connection with your employment or application for employment include but are not limited to your name, date of birth, government issued identification (passport, social security number, driver’s license number), banking information, marital status, health information, benefit information, title, employment history, education, job qualifications, performance related indicators, and other relevant employee personal data. We also collect some of this information about your dependents when you provide it to us when you enroll in health and other benefits or provide contact information. By providing personal information about family members or other individuals, you represent that you have their consent to provide this information to us for the purposes set forth in this Employee Privacy Policy. If you work as an independent contractor, your employer is the agency that assigned you to Hi-Rez and not Hi-Rez. Hi-Rez may receive additional Employee Information from your agency. Employee Information does not include any information that is available to the general public and excludes information generally available on a business card.

### **USE OF EMPLOYEE INFORMATION**

In accordance with applicable law, Hi-Rez may use Employee Information in order to evaluate applications for employment, manage work-related aspects of the employee-employer relationship (*i.e.*, training, payroll, benefits, travel, reimbursement expenses, succession planning, employee health and safety, and performance appraisals and reviews), investigate and respond to any claims related to your employment, and comply with applicable laws and regulations.

### **SHARING OF EMPLOYEE INFORMATION**

Like many businesses, from time to time, Hi-Rez outsources the processing of certain human resources functions. Hi-Rez may share your Employee Information with selected service providers or consultants acting on its behalf. Hi-Rez requires that those third party service providers protect your Employee Information in accordance with this Employee Privacy Policy. Hi-Rez is responsible for the processing of personal data it receives from citizens of the EU in accordance with applicable privacy laws in the EU. Hi-Rez is responsible for all onward transfers of personal data from the EU, including applicable onward transfer liability provisions. Hi-Rez gives citizens of the EU the opportunity to opt-out prior to disclosing Employee Personal Information or using Employee Personal Information for a purpose that is incompatible with the purpose for which it was originally collected or subsequently authorized by such individual.

Hi-Rez may disclose your Employee Information if required to do so by law, governmental or quasi-governmental requests, or a regulatory organization, or to relevant third parties such as technicians, brokers, auditors, lawyers, or professional advisors. In the event that Hi-Rez considers it necessary to disclose Employee Information to protect the health, safety, or wellbeing of our employees, we may share Employee Information to prevent such harm. As Hi-Rez continues to develop our business, we may buy or sell assets. In the unlikely event that Hi-Rez or substantially all of our assets are acquired, Employee Information may be one of the transferred assets.

### **STORAGE AND RETENTION OF EMPLOYEE INFORMATION**

Employee Information may be stored in hard copy or electronic format locally within the office of your employment as well as in the United States or other countries in which Hi-Rez, its affiliates, agents, or contractors operate in. Hi-Rez may retain your Employee Information as long as necessary and appropriate to comply with applicable

legal standards. Your Employee Information may be transferred into our human resources system and used to manage your employment, may become part of your personnel file, and may be used for other work-related purposes.

#### **ACCESS AND MODIFICATION OF EMPLOYEE INFORMATION**

You may contact your human resources representative to request access to your Employee Information so that you may confirm its accuracy, amend any inaccuracies, and update it as necessary. We will evaluate requests to remove non-essential Employee Information, if permitted by applicable law. In some circumstances we may not agree with your request to change your Employee Information and will instead append an alternative text to the record in question.

#### **CONTACT AND DISPUTE RESOLUTION**

If you have any questions regarding this Employee Privacy Policy or complaints regarding Hi-Rez compliance with this Employee Privacy Policy, you should first contact Hi-Rez at [legal@hirezstudios.com](mailto:legal@hirezstudios.com). We will investigate and attempt to resolve complaints and disputes regarding use and disclosure of your Employee Information in accordance with this Employee Privacy Policy. If you are a citizen of the European Union and you have an unresolved concern regarding your Employee Information that we have not addressed satisfactorily, you may also contact your local data protection authority. If Hi-Rez needs, or is required, to contact you concerning any event that involves Employee Information about you, we may do so by email, telephone, or mail.