

PRIVACY NOTICE

Infosys BPM Limited is 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 –

Personal data collected:

Infosys Email Id, Employee Id, Name, Qualicom employment status, Date of Joining, JL, JSL, Eligibility check, Current DC Location, Final location, Client Name, Registration date and status, Access date, Stage wise assessment scores, Stage wise assessment status, Stage wise completion status, Vertical, BHR Anchor, Batch Month, Final Assessment, Certification Status.

Data Recipients / Accessible to:

Your personal data would be accessible to Infosys internal authorized teams such as Infosys Learning and Development team, HRO, Human Resource team, Training Council (TC), Internal Job Postings (IJP), P&P teams, authorized vendor personnel and their authorized cloud service provider, auditors (where applicable) etc.

Lawfulness of Processing:

We process your Personal Data when it is necessary for the purposes of a performance of contract pursued by us or a third party (when these interests are not overridden by your data protection rights). This applies in the circumstances such as:

- To enable you to take courses provided by external vendors on vendor website or platform.
- To enable you to participate in assessments
- For role change and performance evaluation based on trainings/ courses completed, where applicable

Your Rights (as per applicable DP laws): You are entitled at any time to access, rectify or delete your Personal Data, as well as to object for legitimate purpose to the processing of your Personal Data. In addition, you have the right to receive Personal Data concerning you which you have provided to us directly. These rights may be exercised, by you sending an email to BPM.iLEAP@infosys.com or by you logging a request to Data Privacy Office through AHD.

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 in India, to authorized service provider and their cloud service providers' servers located in Hong Kong and to auditors, where applicable. 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 your 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 EU/EEA,UK i.e. Infosys offices located in India, to authorized service provider and their cloud service providers' servers located in Hong Kong and to auditors, where

applicable. 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 clicking on vendor portal link (which will be shared by vendor in follow up mail) 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 there is specific trans-border data transfer restriction as per applicable DP Laws and consent is required to legalize such data transfer)

By undergoing the training program, you also consent to the transfer of your personal data outside your jurisdiction.