



## EVERTHERE EMPLOYEE PRIVACY NOTICE

Last updated: October 11, 2020

Gramsoft Ltd. ("Everthere", "we" or "us") has prepared this Everthere Employee Privacy Notice ("Notice") to be provided to Everthere' employees.

In connection with your employment, we have to process your personal data. In that context, Everthere will be a database owner, which means that Everthere will be responsible for the processing of your personal data. We know that the fact that we'll need to use your personal data may be quite obvious to you. However, the purpose of this Notice is to give you information about the sorts of personal data we may collect, process and use about you, and the circumstances in which we may use it.

Everthere needs to process certain personal data in order to enter into our contract of employment with you and to continue to perform crucial aspects of your contract of employment such as paying you and providing you with benefits. There are also statutory requirements and other contractual requirements we have to comply with in relation to your employment. If we are not able to carry out certain processing activities we describe in this Notice we may not be able to comply with your contract of employment, and in certain very exceptional cases, may not be able to continue your employment. Of course, we hope it would never come to that, and we will attempt to discuss this with you first ever becomes a real possibility, but this is information that we are obliged to provide you with, as part of this Notice.

In addition, you will see a number of references to the "Everthere Group", which includes all other Everthere entities globally. As with many other Everthere policies, this document is not part of your contract of employment, and we may update it from time to time, for example if we implement new systems or processes that involve the use of personal data. The new updates of this Notice will be available at <https://www.everthere.co/legal/employee-privacy-policy-notice/>.

**Important note:** Nothing in this privacy notice is intended to limit in any way your statutory right, including your rights to a remedy or means of enforcement.

### **1. What categories of personal data does Everthere collect about me?**

Everthere will collect, process and use the following categories of personal data about you:

- **Identification data**, such as your name, employee/staff ID, business email address, home address, business landline, citizenship, photo, passport data, date and place of birth, social security number, signature, health insurance and governmental retirement plan information and tax references, as well as other government-issued identification information;
- **Contact details**, such as your home address, telephone number, personal email address and emergency contact details;
- **Professional experience information** such as, information about your previous experience, such as CV information, cover letter, education, training history, portfolio, and any other relevant information that you decide to share with us.
- **Information about your job record**, such as position, business title, employee type, management level, time type (full or part time and percentage), work location, division, department, position level, manager (name & ID), support roles, start and end date, job history (including position history, title history, effective dates and past pay groups), CV or resume,

qualification testing results, certifications, background check results, worker history (including log-files of changes in HR databases) and reason for leaving;

- **Information about your salary and benefits**, such as your basic salary, car allowance, bonus and commission entitlements, raise amounts and percentages, insurance benefits (including information about you and your dependents that we provide to the insurer), emergency contact, pension plans, tax code, your bank account details and payment dates, accrued salary information, and information relating to your pension;
- **Information about your equity compensation**, such as units of stock or directorships held, details of all restricted stock units or any other entitlement to shares of stock awarded, cancelled, exercised, vested, unvested or outstanding in your favour;
- **Performance and disciplinary information**, such as performance reviews, evaluations, recordings and transcriptions of calls and interactions with Everthere's customers, ratings, information about disciplinary allegations, the disciplinary process and any disciplinary warnings, details of grievances and any outcome;
- **Absence Information**, such as dates of leave of absence/vacation, family leave, training/educational leave, family care leave, medical leave;
- **Organisational data** including IDs for IT systems, company details, cost centre allocations, and organisations;
- **Information about use of and participation in company technology and communications systems** including software, hardware, cellular phone usage, and video and audio recordings;
- **Personal data processed on our IT systems** including personal data contained in messages sent to/from employees' inbox or direct messaging applications and business partners, suppliers and customers and other third parties and in other documents processed on our systems;
- **Other data** relevant to the employment relationship;
- **Health and medical data**, to the extent these can be shared with Everthere in accordance with the applicable laws, such as the number of sick days for purposes of salary payment, workforce planning, and compliance with legal obligations; information on work-related accidents for purposes of insurance compensation, work safety and compliance with legal obligations (such as reporting obligations); information on disability for purposes of accommodating the work place and compliance with legal obligations; information on maternity leave for purposes of workforce planning and compliance with legal obligations; and religious affiliates for purposes of salary payment and tax compliance;
- **Criminal records data**, in the event that you have authorized in writing the release of criminal records background checks, other applicable legal obligations are met and Everthere has conducted or received the results of criminal records background checks in relation to you, where relevant and appropriate to your role; and

together "**Employee Data**".

## 2. Why does Everthere need to collect and process my Employee Data?

We collect and use this Employee Data for a variety of reasons linked to your employment. To help clarify these we have set out below a list of reasons why we collect and use this data (the "**Processing Purposes**") along with examples of some of the Employee Data used for each of the Processing Purposes:

- **Administering and providing compensation**, including payroll bonus, stock options and other applicable incentives which involves the processing of identification data, contact details, information about your job, salary and benefits and equity compensation, performance and disciplinary information; absence information and organizational data;
- **Administering and providing applicable benefits and other work-related allowances**, including reporting of benefit entitlements and use which involves the processing of identification data, contact details, information about your job, salary and benefits and equity compensation, performance and disciplinary information; absence information and organizational data;
- **Administering our workforce** including managing work activities, providing performance evaluations and promotions, reviewing performance and customer interaction, producing and maintaining corporate organization charts, matrix management, entity and intra-entity staffing and team management, managing and monitoring business travel, carrying out workforce analysis, conducting talent management and career development, leave management/approvals, providing references as requested, and administering ethics and compliance trainings which involves the processing of identification data, contact details, information about your job, salary and benefits and equity compensation, performance and disciplinary information; absence information and organizational data;
- **Facilitating the employee's role**, such as, for personnel in sales or support, disclosing their business contact information to a customer or potential customer;
- **Providing IT systems and support** to enable you and others to perform their work, to enable our business to operate, and to enable us to identify and resolve issues in our IT systems, and to keep our systems secure which involves processing almost all categories of Employee Data;
- **Complying with applicable laws and employment-related requirements** along with the administration of those requirements, such as income tax, social security deductions, and employment and immigration laws which involves the processing of identification data, contact details, information about your job, performance and disciplinary information; absence information and organizational data;
- **Monitoring and ensuring compliance with applicable policies and procedures and laws**, including conducting internal investigations, which involves the processing of identification data, contact details, information about your job, salary and benefits and equity compensation, performance and disciplinary information; absence information and organizational data; use of and participation in company technology and communications systems;
- **Communicating with you, other Everthere employees and third parties** (such as existing or potential business partners, suppliers, customers, end-customers or government officials) which involves the processing of identification data, contact details, information about your job and organizational data;
- **Communicating with your designated contacts in the case of an emergency** which involves the processing of contact details, information about your job and organizational data;
- **Responding to and complying with requests and legal demands from regulators or other authorities** in or outside of your home country which involves the processing of identification data, contact details, information about your job, salary and benefits and equity compensation, performance and disciplinary information; absence information and organizational data; and

- **Complying with corporate financial responsibilities**, including audit requirements (both internal and external) and cost/budgeting analysis and control which involves the processing of identification data, contact details, information about your job, salary and benefits and equity compensation, performance and disciplinary information; absence information and organizational data.

### 3. How do we collect this information?

In most cases, Everthere collects personal data directly from you. At times, Everthere may also receive personal data from other members of the Everthere Group, publicly available sources, a benefits provider, a background check provider (where applicable and permitted by local law as described above), or other service providers involved in the Processing Purposes. For example, we typically collect Employee Data:

- during the recruitment process;
- at the start of employment;
- during the course of employment; and
- occasionally following termination of your employment.

In addition, we may receive personal information about you from non-publicly available sources, such as:

- recruitment consultants;
- former employers;
- our benefits providers; and
- medical experts.

As you can understand from the above Processing Purposes, certain Employee Data is required in order to enable us to meet certain legal obligations under applicable law. The remaining Employee Data that you provide to us or that we collect, is provide or collected based on your consent.

### 4. Got it - but with who might Everthere share my personal data?

As you know, we are part of the global Everthere Group, and several entities in this group are involved in the Processing Purposes. To ensure that the Processing Purposes can be completed, your information may be shared with any of the entities within the Everthere Group. Where we do share data in this way, however, it is our policy to limit the categories of individual who have access to that personal data.

Everthere may transfer personal data to third parties, including to entities within and outside the Everthere Group located in any jurisdictions where Everthere Group entities are located, for the Processing Purposes as follows:

- **Within the Everthere Group.** As your Everthere employing entity is part of a wider group of affiliates, which all partially share management, human resources, legal, compliance, finance and audit responsibility, Everthere may transfer the Employee Data to, or otherwise allow access to, such data by other entities within the Everthere Group, which may use, transfer, and process the data for the following purposes, consistent with applicable law: to maintain and improve effective administration of the workforce; to maintain a corporate directory; to maintain IT systems; to monitor and assure compliance with applicable policies and procedures, and applicable laws; and to respond to requests and legal demands from regulators and other authorities, including authorities in the United States, and as otherwise required or appropriate for the Processing Purposes.

- **Communication with third parties.** As necessary in connection with business operations, work contact details, communication contact details and other personal data may be transferred to existing or potential business partners, suppliers, customers, end-customers or government officials and other third parties as appropriate for the particular business operation.
- **Regulators, authorities, and other third parties.** As necessary for the Processing Purposes described above, personal data may be transferred to regulators, courts, and other authorities (e.g., tax and law enforcement authorities), independent external advisors (e.g., auditors and legal advisors), Directors within the Everthere Group, insurance carriers, benefits providers, internal compliance and investigation teams (including external advisers appointed to conduct internal investigations). We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- **Acquiring entities.** We may share your personal information with other third parties, for example in the context of the possible sale, restructuring or transfer, some or all of the business, shares or assets to a third party, we will disclose your personal data to such third party (whether actual or potential) in connection with the foregoing events.
- **M&A.** In the event that we are acquired by, or merged with, a third party entity, or in the event of bankruptcy or a comparable event, we reserve the right to transfer, disclose or assign your personal data in connection with the foregoing events.
- **Service providers.** As necessary for the Processing Purposes described above, personal data may be shared with one or more third parties, whether affiliated or unaffiliated, to process personal data under appropriate instructions ("**Service Providers**"). For example, the Service Providers may carry out instructions related to workforce administration, IT system support, payroll and compensation, training, compliance, and other activities relevant to the Processing Purposes, and will be subject to appropriate contractual obligations.

Some of the recipients with whom we may share Employee Data, as described above, may be located in countries outside of Israel. In such cases, we make the transfers in compliance with the Regulations for the Protection of Privacy (Transfer of Information to Databases Outside of the State (5761-2001), which shall include recipient's undertaking to take sufficient measures to ensure the privacy of the data subject, and that it shall not transfer the data to any other person, whether in that particular country or in another country.

## **5. How long will Everthere keep my personal data for?**

It is our policy not to keep personal data for longer than is necessary for the Processing Purposes. We may, for example, keep your personal data for a reasonable time after you have left to ensure that any ongoing obligations can be complied with. Where personal data is kept beyond the time that we normally would need to keep it, that period will be determined based on the applicable local law.

## **6. What rights do I have in respect of my personal data?**

You have a number of rights in relation to your Employee Data. These can differ by country and are typically subject to important exceptions, but, where they apply, they can be summarized in broad terms as follows:

### **(i) Right of access**

You may have the right to confirm with us whether your personal data is processed, and if it is, to request access to that personal data including the categories of personal data processed, the purpose of the processing and the recipients or categories of recipients, and other information about the processing. We do have to take into account the interests of others though, so this is not an absolute right, and in some cases permitted by law we may charge a fee.

### **(ii) Right to rectification**

In limited circumstances, you may have the right to rectify inaccurate or incomplete personal data concerning you.

**(iii) Right to erasure**

You may have the right to ask us to erase certain personal data concerning you

**7. Can Everthere update this Notice?**

We reserve the right to update this Notice at any time, and we will provide you with a new Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**8. Automated decision making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

**9. Who can I contact about this?**

If you have concerns or questions regarding this Notice or if you would like to exercise your rights as a data subject, you can get hold with Raviv Ventura at:

[raviv@everthere.co](mailto:raviv@everthere.co) | +972-54-2080566