

## **EMPLOYEE PRIVACY NOTICE**

This Employee Privacy Notice explains how ABM handles and uses personal information collected about you.





- Physical or mental health
- Trade union membership
- Sexual orientation
- Criminal records and information regarding criminal offenses

## **HOW DO WE COLLECT YOUR INFORMATION?**

We may collect your personal information from more than one place, but mainly directly from you. You will usually provide this information directly to your managers or local HR contact. We also collect your personal information from your managers, HR, or co-workers (for example, manager feedback).

We may collect personal information from a previous employer, doctors, tax authorities, benefit providers or where we employ another party to carry out a pre-employment background check (where required and/or allowed by law).

## **WHY DO WE COLLECT YOUR INFORMATION?**

Whenever we collect your personal information we do so because there is a legal reason or other need. Most of the time, we collect your information because:

- We need to manage our business by hiring qualified individuals; or
- We need to fulfil our obligations to employees like paying wages; or
- You signed an employment agreement which requires us to collect your information or give your information to another party;
- We need to meet our legal obligations like reporting hiring statistics to government authorities; or
- Collection is for a legitimate business interest.

Where we collect personal information for our legitimate business interest, it is because we have an interest in attracting and hiring qualified employees, preventing fraud and managing our business. This is important so that we meet our customers' expectations and other business needs. Sometimes, we will collect and provide your personal information to another party like a customer because we have been asked to do so (for example, to

