

## **T:APP Mobile - Privacy Policy**

Last modified: 20 September 2017

Dixons Carphone Group (**we, us**) is committed to protecting and respecting your privacy. When you use t:app you will share some information with us which can have implications on your privacy. This policy therefore sets out in a transparent manner the information we collect, how we use it, whom we share it with and the choice we give you to control, access and update your information. Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [DataProtectionOffice@dixonscarphone.com](mailto:DataProtectionOffice@dixonscarphone.com).

This policy gives an outline of how we manage personal data in the context of this app. For full information on how we manage employee personal data, please refer to your employment contract and to any other documents it refers to.

### **Who can use this app?**

This app is intended for use only by Dixons Carphone employees. You are responsible for keeping your user ID and password confidential and we ask you not to share your user ID or password with anyone.

### **Information we collect**

We will collect, process and store the following information:

- Your personal information (e.g. name, telephone number etc.)
- Information you input into the app (e.g. sickness and absence details, holiday requests etc.)
- Information regarding your working hours (e.g. scheduled hours, overtime etc.).
- Records of any correspondence between us.

### **How will we use your data?**

We will use your data for the following purposes:-

- To create user profiles (including profile pictures).
- To create and populate colleague workforce schedules.
- To assist in accurately processing sickness and absence payments.
- To review your ability to undertake the work for which you are employed, and to carry out any actions as necessary
- To review statistics in order to monitor absence trends and health and safety issues
- To contact you if we have an important message or question
- To notify you of changes to the hours or location where you are scheduled to work
- To notify you of decisions made based on absence requests or changes to the hours that you are available to work.

### **Disclosure to 3<sup>rd</sup> parties**

Please note that your information (including sensitive personal data) may be shared with:

- Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries (as defined in section 1159 of the Companies Act 2006).
- Third parties where we reasonably decide it is appropriate (e.g. to comply with any legal or regulatory obligation or request, for the provision of app technical support).

### **Your rights**

**Access:** The Data Protection Act 1998 gives you the right to access information held about you. Your right of access can be exercised in accordance with that Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you. Please address all subject access requests to [DataProtectionOffice@dixonscarphone.com](mailto:DataProtectionOffice@dixonscarphone.com).

**Correct and update:** It is your responsibility to notify us of any information we hold that is incorrect, out of date or no longer relevant to you. To do this please email HR on HRSSC@dixonscarphone.com or such other email address as may be notified to you from time to time.

**How long we keep your data**

Your access to the app will automatically cease upon termination of your employment with us. You will be able to reactive your account in the event that you rejoin Dixons Carphone at any time.

Upon termination of your employment you can at any time request we permanently delete all personal information unless we need to retain your information in order to satisfy our business and legal requirements.

**Revisions to this policy**

We may change this policy from time to time. Any changes we may make will be published on the store intranet site and on the app description in the respective app store. The new terms may be displayed on-screen and you may be required to read and accept them to continue your use of the app.