

Supplemental Global Personal Data Processing Statements for Employees, Beneficiaries and Dependents

<p>Who?</p>	<p>This Supplemental Personal Data Processing Statement (“Supplemental Statement”) for Employees and Dependents/Beneficiaries forms a part of, and is intended to be read and understood together with, the Privacy, Data and AI Transparency Statement(s) for the Dun & Bradstreet (D&B) Responsible Entities worldwide. This Statement applies to data collected from and about Dun & Bradstreet employees about themselves and their beneficiaries in North America, Europe, China Mainland, India, Australia, Singapore, Hong Kong SAR, Taiwan Region, Japan, and all other Dun & Bradstreet locations in which our employees are based.</p>
<p>Where?</p>	<p>We collect and source personal data about you from any of the following:</p> <ul style="list-style-type: none"> • Information you provide in the application, employment verification, payroll/benefits administration processes and in forms you complete and online and offline interactions with you throughout the course of your employment. • Your use of company-provided systems participation in professional events and activities, including those provided or sponsored by D&B. • Third parties that provide services on our behalf (our vendors) such as data related to your business trips or corporate purchases you make using the corporate payment methods. • Information you provide, or that is provided by our vendors that administer benefits, regarding a family member / dependent.
<p>What?</p>	<p>We may process the following types of personal data about you, which may vary based on the market in which you are located (some data is not collected in all markets):</p> <ul style="list-style-type: none"> • Contact information: Name, home address, telephone numbers, and email addresses; • Identity and employment eligibility verification information: Date of birth, country of birth or the country where you are a registered national or citizen, nationality, visa status (where applicable), right to work, passport number, national identification number, driver’s license number and signature; • Emergency contact information;

- Disability status;
- Diversity data: race, military status, gender identity and sexual orientation (This is not collected in all markets, for example, it is not collected in China Mainland). It is collected to the extent such information is required to be collected by applicable laws or provided, for example, through voluntary self-identification and statistical purposes under corporate reporting obligations.);
- Position(s) applied for, previous job roles, descriptions of your skills and experience, education, awards, qualifications, certificates, licenses, and any other information you choose to provide in your resumes and/or applications;
- Membership in professional bodies, trade associations, and similar organizations;
- Travel related information: such as frequent flyer numbers, TSA known traveler numbers, itineraries, flight, train, rental car, car service, hotel or other similar information;
- Financial and banking account information for or involving the following as applicable to you based on your role and market: payroll, pensions and social security related matters, direct deposit and other financial planning administration purposes (e.g., bank checking account information and corporate card number and purchase history) commissions, bonuses, equity, stock option awards, employee stock purchase plans;
- To the extent applicable to your position and permitted by the applicable laws, educational and career background data, professional licenses, criminal records, driver license checks and publicly accessible social media information;
- Computer and/or facilities access and authentication information (e.g., identification codes, passwords) as well as your access history (entry logs), usage and activity logs, and browser history;
- To the extent necessary and, where permitted by applicable laws, biometric data used for timekeeping, facility, and systems access, including facial recognition and fingerprints and your location at a specific point in time;
- Performance related information including objectives, appraisals, and training records;
- Attendance and reasons for absence, including information related to periods of sick leave where needed to facilitate payment of sick leave in accordance with regulatory requirements;
- Surveys, such as feedback and opinions as part of employee engagement and other voluntary surveys;

- Information used for payroll processing and benefits administration;
- Information, including images and recordings, captured from video, photo and audio used for internal and external promotional activities;
- Information collected as part of employee investigations and monitoring, including information captured from video, photo and audio used for security monitoring to the extent necessary for the investigation and as permitted by applicable laws;
- Call and video recordings created in the course of the business, in particular in the Customer Service Team function, or as approved for specific meetings and training sessions;
- Information collected based on your voluntary participation in internal Dun & Bradstreet product testing and development;
- Information on your voluntary participation in benefits programs and events related to fitness, healthcare, pro bono activities and other work-related voluntary activities, including photos and video recordings of your participation in those programs and events; and
- Personal health and medical information to the degree necessary to administer, and/or facilitate payments related to leave of absence, work-related injury, illness reporting, facilitating a request for reasonable accommodations in accordance with applicable laws, legally required vaccinations and other such requests including jury service, magistrate duty, and reservist activities.

We may also process the following types of personal data when you elect to enroll dependents in our health and wellness plans, add beneficiaries to your life insurance and other benefits plans, or to invite guests, when permitted, to D&B events or activities:

- Names, dates of birth, gender and government identification numbers of your family members and other dependents whom you include as beneficiaries or emergency contacts and information you may voluntarily share about them in connection with your employment or participation in D&B events and activities.

Why?

We process your personal data for the following reasons:

- Relevant experience and education background information is used to assess your eligibility positions at D&B, including those that you have specifically applied for and others that may be relevant to your experience;
- To employ and onboard you;

- To communicate with you;
- To confirm who you are;
- To know who to contact in case of an emergency affecting you;
- To compensate you including, providing payroll, benefit planning and administration (e.g., salary, tax withholding, tax equalization, awards, insurance and pension), commissions, bonuses, equity, stock option awards, employee stock purchase plans;
- To reimburse or otherwise manage expenses (e.g., corporate card, expense and grant of authority administration, procurement);
- To do organizational planning and development and workforce management, including staffing (e.g., headcount and budget planning, recruitment, talent management, succession planning, termination, and offboarding), including consideration of suitability with other positions available within the Dun & Bradstreet Group, holiday planning and ensuring employment contracts are fulfilled;
- To help you maintain competency necessary to fulfill evolving responsibilities in your position, including role-based education and training and compliance, ethics, and policy requirements applicable to the D&B workforce;
- To support project planning and management, including task and resource alignment and tracking;
- To understand what Dun & Bradstreet is doing well and what it can improve upon within the working environment, based on responses to surveys and through the use of other workforce analytics;
- To manage workforce performance, development and talent;
- To promote volunteering and pro bono activities, education, training and certification;
- To manage employee communications;
- To evaluate and support flexible work arrangements;
- To administer employee enrollment and participation in activities and programs offered to eligible employees;
- To provide problem resolution (e.g., internal reviews, grievances);
- To address our legal obligations to you and other stakeholders (including seeking advice from lawyers, auditors and other professional advisers), facilitate a request for reasonable accommodations in accordance with applicable laws and to conduct meaningful equal opportunity and diversity monitoring and analyses, where permitted or required by law;

- To handle complaints, concerns, and data subject rights requests manage internal investigations, and other corporate compliance matters such as conflict of interest identification and reporting;
- To authorize, grant, administer access as well as to monitor and terminate access to or use of company systems, facilities, records, property, and infrastructure
 - for security and prevention, detection, or investigation of fraud, suspected or actual illegal activity, violations of company policy or rules, or other misconduct,
 - to monitor and support public health and safety, industrial hygiene,
 - to manage legal proceedings, government investigations and preservation of relevant data as may be needed
 - to monitor office attendance and workplace utilization
- To enable and arrange business travel (e.g., limousines, commercial flights, company aviation services, hotels, rental cars), including to contact you during travel, as necessary with travel service providers, or in the event of an emergency;
- To demonstrate the suitability of employees for their role to regulators and professional bodies as may be required or expressly authorized by laws or regulations applicable to our business globally or by government agencies that oversee our business globally;
- For workplace injury and illness reporting, where required by applicable laws;
- To respond to emergencies, such as natural disasters, and for crisis management and business continuity; and
- To establish or defend legal claims and allegations.

For details on **Personal Data Sharing and Disclosure**, including in response to regulatory and other government investigations, please see the section with this heading in our [the Privacy, Data and AI Transparency Statement\(s\)](#).

How?

Where the laws that apply to our data processing and protection require a legal basis for that processing, we rely on the following legal basis for processing personal data about you, which may vary based on the laws applicable in your market:

- Contractual basis: where it is necessary to fulfill an employment contract or terms and conditions of an offer letter as accepted by you, where applicable, (e.g., knowing who you are, how to contact you and where to process remuneration),

	<ul style="list-style-type: none"> • Legal obligation: where personal data is required to fulfill legal obligations, we are subject to, for example checking your right to work in your local market, handling social security insurance settlements, regarding our Team Members’ family members / dependents, or reporting work-related accidents to the relevant authorities. • Legitimate interest: where D&B has a legitimate interest carefully balanced with applicable rights and reasonable expectations of privacy of the employee at workplace, for example, for such purposes as security and monitoring, quality assurance, prevention of offences and loss of data assets, office space planning, staff, talent and succession planning. • With express consent or authorization, where the specific data and associated data processing warrants that we obtain such permission, such as in the case of medical or health checks, use of biometric information, or other optional data processing not essential to your employment or our obligations as your employer. 				
<p>How Long?</p>	<p>Our data retention periods align with the purposes for which data is processed and the records and systems in which it is maintained. In determining a retention period, we refer to applicable laws and our legitimate business needs consistent with our policies. Data retention periods are documented for our data processing activities and systems. Data contained in archived records are maintained in accordance with the retention periods for those records.</p> <p>Unless otherwise specified by applicable law, or as otherwise set forth below or in an applicable local retention schedule, most personnel records shall be maintained for the entire period of employment plus 7 years with certain noted exceptions (this list is not intended to be inclusive of every record or data type in every market; refer to local retention schedules for additional information):</p> <table border="1" data-bbox="428 1482 1466 1869"> <thead> <tr> <th data-bbox="428 1482 1026 1524">Data or record type</th> <th data-bbox="1026 1482 1466 1524">Retention Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 1524 1026 1869">General employment information and current profiles, including name, address, contact information, national identification number, date of birth, job classification, work schedule, benefits, wage and salary information, amounts and dates of payments, daily/weekly hours if applicable, overtime hours and pay</td> <td data-bbox="1026 1524 1466 1869">Minimum of 7 years + any number of years required by national social security and/or labor and employment legislation</td> </tr> </tbody> </table>	Data or record type	Retention Period	General employment information and current profiles, including name, address, contact information, national identification number, date of birth, job classification, work schedule, benefits, wage and salary information, amounts and dates of payments, daily/weekly hours if applicable, overtime hours and pay	Minimum of 7 years + any number of years required by national social security and/or labor and employment legislation
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Job applications, resumes, interview results, employment advertising and solicitations employment verifications, reference checks correspondence with employment agencies job postings, listings	7 years for hires, and 2-3 years for non-hires (which varies by market)
Sales Commissions pay	6 years, plus current year
Government forms and documentation	7 years
Direct Deposit form	7 years
Attendance records / Time records	3 years, plus current year
Performance appraisals	5 years
Merit Increase Sheet	3 years, plus current year
Promotions, transfers and salary adjustments	3 years, plus current year
Training/Learning records	7 years
Discipline	3 years, plus current year
Resignation letter	7 years
Termination records	7 years
Correspondence (such as letters of commendation/customer complaints)	7 years
Tuition Assistance documents	7 years
Garnishments and/or wage assignments (to be retained in a separate file)	7 years
Unemployment claims (to be retained in a separate file)	7 years
Browser data	Up to 12 months
Visas	Purged within two months of employee termination unless required by national social security and/ or labor legislation for immigration record-keeping purposes
Passports	Purged within two months of employee termination unless required by national social security and/ or labor legislation for immigration record-keeping purposes

	Vaccinations	Purged within two months of employee termination
	Sick leave records	5 years + any number of years required by national social security and/ or labor legislation
	Records relating to employee’s health condition and medical treatment	30 years, unless employment is less than 1 year
	Employee Exposure to Toxic or Hazardous materials	30 years
	Employee Injury and Illness Logs	5 years + any number of years required by national social security and/ or labor legislation
	Consumer Credit Reports or Criminal Background Checks, where permitted by the local legislation	3 years
	<p>Our retention periods may be suspended if a legal obligation, such as a records hold, an investigation or a dispute, requires that information be kept for a longer period of time.</p> <p>This schedule does not apply to documents subject to Chinese law. Please refer to D&B-POL-CN-PEO-0002 Data Retention, Archive & Destruction Policy for the full retention schedule for employee files in China.</p>	
International Data Transfers	<p>The Dun & Bradstreet Responsible Entities and their respective subsidiaries transfer personal data within the scope of employment, proportionate to the legitimate purposes listed, to the parent company Dun & Bradstreet Holdings Inc. and other subsidiaries from time to time in the ordinary course of business.</p>	
	<p>Members of the Dun & Bradstreet group of companies are required to handle all personal data transferred across markets in accordance with our Global Cross Border Privacy Management System Policy (“Cross Border Policy”), which sets the floor for cross border personal data transfers at Dun & Bradstreet. Our Cross Border Policy supports data transfers in compliance with the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) as set forth by the U.S. Department</p>	

	<p>of Commerce. D&B has certified to the U.S. Department of Commerce that the D&B U.S. Entities adhere to the EU-U.S. DPF Principles regarding the processing of personal data received from the EEA in reliance on the EU-U.S. DPF and from the United Kingdom (and Gibraltar) under the UK Extension to the EU-U.S. DPF. D&B also has certified to the U.S. Department of Commerce that the D&B U.S. Entities adhere to the Swiss-U.S. DPF Principles regarding the processing of personal data received from Switzerland in reliance on the Swiss-U.S. DPF. If there is any conflict between the terms in this Policy and the EU-U.S. DPF Principles and/or the Swiss-U.S. DPF Principles, the Principles shall govern. To learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit https://www.dataprivacyframework.gov/.</p> <p>Our privacy practices at Dun & Bradstreet, as set forth in the Cross Border Policy, comply with the APEC Cross-Border Privacy Rules System (CBPRs). The APEC CBPR system provides a framework for organizations to ensure protection of personal data transferred among participating APEC Member Economies. More information about CBPRs is available at https://cbprs.org.</p>
<p>Contact Us</p>	<p>How to Contact Us: If you have a question or concern about this Statement, you may contact D&B Global Compliance & Ethics or raise a question or concern using our Helpline. You may also contact your local people team representative for additional information. Contact details for data protection authorities are here.</p> <p>Individual Rights: We are committed to respecting the data and digital rights of individuals in both their personal and professional capacities as set forth in our Global Data Subject Rights Policy Statement. You may exercise your rights in connection with our data processing here.</p>

Effective Date: 17-Dec-2023

Prior Versions:

North America and Asia Pacific: https://www.dnb.com/en-us/content/dam/web/company/about/content/ebn/DnB_Employee-Privacy-Notice_v2022.pdf

Europe: https://www.dnb.com/en-us/content/dam/web/company/about/content/tpn/DnB_EU_Team-Privacy-Notice_v1.pdf

Dun & Bradstreet reserves the right to modify, add, or remove portions of the Supplemental Statement at any time based on changes to its data processing, business, or applicable laws.