

To Employee

6th January 2025

Dear Employee,

General Data Protection Regulations (“GDPR”)

As you may be aware, the law on privacy and data protection is changing. The Company is committed to protecting the privacy and security of your personal information.

As a result, the Company is proposing to make certain changes to your terms of employment. These changes relate to data protection as set out in your contract and/or the Staff Handbook.

I have set out below the proposed changes to your contract of employment (Contract) and the Staff Handbook:

We will be replacing your personal data clause to the following:

1. Employee's personal data

1.1 The Company will collect and process information relating to the Employee in accordance with the privacy notice which is on the intranet and/or annexed to this Agreement. The Employee is required to sign and date the privacy notice, and return to the HR department

2. Employee's responsibilities when handling personal data

2.1 The Employee shall comply with the privacy standard when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Company.

2.2 Failure to comply with the Privacy standard or any of the policies listed above in Clause 2.1 may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The remaining terms of your Contract shall be unaffected by these changes.

The current data protection policy will be removed from the Staff Handbook and instead a separate Privacy Standard (as well as the Privacy Notice) will now apply to your employment. Both documents are attached to this letter and form part of a pack of documents that are relevant to your employment in respect of GDPR. Please keep this pack safe.

A copy will be available on request as well as available on our website www.fastsource.co.uk For clarity, the pack includes the following:

- Privacy Notice
- Privacy Standard
- Data Request Response policy
- Breach reporting policy

If you agree to these changes, please indicate your acceptance by signing and returning the attached copy of this letter to Nikki Astley by 1st June 2018. The changes shall be immediately effective from the date of your signature.

You should then keep your signed copy of this letter safe together with your Contract, which shall be amended by this letter.

If you have any questions, please contact Nikki Astley

Yours sincerely,

Director
Fastsource Ltd