



Privacy Notice

Version 1

How your information held at Head Office will be used:

As you are an employee of Mainprize Holdings Limited engaged under a contract of employment, the Company needs to keep and process information about you for employment purposes. This includes processing your personal data to administer your employment contract, pay your salary and benefits, and meet our legal obligations as your employer.

The information we hold and process about you will be used for management and administrative purposes only.

We will keep and use your information to enable us to run the business and manage our employment relationship with you effectively, lawfully and appropriately during your employment, at the time your employment ends, and after your employment has ended.

This includes using your information to:

- Comply with your contract of employment
- Comply with legal and regulatory requirements
- Exercise and pursue the legitimate interests of the Company
- Protect our legal position in the event of legal proceedings

If you do not provide certain information when requested, we may be unable in some circumstances to comply with our obligations (for example, paying you or providing certain benefits), and we will inform you of the implications of such a decision.

Legitimate Business Interests

We may process your personal data where it is necessary for the purposes of our legitimate business interests, provided that those interests are not overridden by your interests, rights or freedoms. Our legitimate interests include the efficient and effective management of our business operations, workforce administration and planning, maintaining safety and regulatory compliance, protecting Company assets and confidential information, ensuring appropriate standards of performance and conduct, and establishing, exercising or defending legal claims.



Where we rely on legitimate interests as a lawful basis for processing, we will ensure that such processing is proportionate, necessary and carried out in accordance with applicable data protection legislation.

The Information We Hold

Much of the information we hold will have been provided by you. Some information may come from internal sources (such as your line manager) and, where appropriate, from external sources (such as referees, training providers, or regulatory bodies).

The information we hold may include:

- Your job application, CV and references
- Proof of identity (including passport) and, where applicable, driving licence
- Certificates of competency and training records
- Your contract of employment and any amendments
- Payroll information, including bank details, tax information and pension details
- Salary, benefits and expenses records
- Contact details and emergency contact details
- Absence records, including annual leave and other leave
- Information required for equal opportunities monitoring
- Performance records, appraisals and training history
- Disciplinary and grievance records, where applicable
- Correspondence with or about you (for example, salary review letters or employment confirmation letters issued at your request)
- Any other necessary correspondence pertinent to your role and/or employment

You will also inevitably be referred to in company documents and records created by you and your colleagues in the course of carrying out your duties and the business of the Company.

Special Category Data (Health Information)

Where necessary, we may process information relating to your health, disabilities, or other protected characteristics. This may include reasons for absence, medical



certificates, occupational health reports, and GP reports or information provided to enable reasonable adjustments.

This information will be used to:

- Comply with our health and safety obligations
- Meet our obligations under employment and equality law
- Assess your fitness to work
- Consider whether reasonable adjustments are required

Such information will be handled with appropriate confidentiality and safeguards, and only processed where necessary for legitimate purposes or legal obligations.

Consent

Where we process your personal data based on your consent, you have the right to withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

If in the future we intend to process your personal data for a purpose other than that for which it was originally collected, we will provide you with information about that purpose and any other relevant information.

Your Rights under the GDPR and the Data Protection Act 2018

Under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, you have the following rights in relation to your personal data:

- The right to request access to your personal data
- The right to request rectification of inaccurate or incomplete data
- The right to request erasure of your personal data (in certain circumstances)
- The right to restrict processing
- The right to object to processing

Where processing is based on your consent, you have the right (in certain circumstances) to withdraw that consent at any time.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe that we have not complied with data protection legislation.



If you have any concerns about how your data is processed, you can contact the HR Manager at hr@mainprizeoffshore.co.uk

Mainprize Holdings Limited

General Data Protection Regulation (GDPR)

Version 1

February 2026

Reviewed by	Date

Employee Acknowledgement

SIGN IN THE BOX BELOW AND RETURN

I acknowledge that I have read and understood this Privacy Notice. I confirm that I have been informed about the processing of my personal data by Mainprize Holdings Limited in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Name	Signature	Date