



Last Updated: Sep 13, 2023

## **EMPLOYEE PRIVACY NOTICE**

### 1. Introduction

Vetcor ("Vetcor," "we," "us" or "our") is providing this notice to explain how we collect, use and share (collectively, "process") personal information that we collect about our current and former employees, job applicants, owners, directors, officers, part-time and temporary workers, and contractors (collectively, "Employees").

### 2. Scope and Sources of Data

This Privacy Notice covers only information that is collected in connection with an Employee's application for employment or employment ("Employee Personal Data"). Employee Personal Data may be obtained directly from Employees or from third parties, including publicly available sources.

### 3. Types of Personal Data We Process

In the course of our regular business, we collect, store, transmit, and process Employee Personal Data, which may include, but are not limited to:

- a) Identifiers, such as your name, postal and residential address, unique personal identifier, online identifier, email address, phone number, social security number, driver's license number, passport, or other similar identifiers;
- b) Information described as personal information by law, such as your age, date and place of birth, gender, citizenship, immigration status, occupation, education/degree/qualification, prior work experience information, and marital status;
- c) Commercial information, including your tax information and bank account details;
- d) Internet or other electronic network activity information, including, but not limited to, use of Vetcor computers, internet browsing history, and search history;

- e) Visual information, including your signature, passport (copies of which may generally include a head and shoulders photograph), photographic and video images of you;
- f) Professional or employment-related information, including your previous and current roles/positions/titles and areas of responsibility, pre-employment references, nature, content and termination of any employment, attendance, absence and the reasons therefore, working conditions, appraisals/career guidance, terms of employment and summaries of disciplinary action or complaint details, information collected about you and your beneficiaries and dependents for the provision of benefits, and information about salary and other remunerations and benefits and payroll, emergency contact information, and data relating to tax and social security contributions; and
- g) Education information, including academic record, qualifications, data relating to training, courses, and work placements.

#### 4. Purposes of the Processing of Employee Personal Data

Employee Personal Data may be processed for business purposes related to your employment by Vetcor, including human resource functions, payroll, employee communications, Vetcor business, as required or permitted by law, and in connection with a potential acquisition of Vetcor, the outsourcing or insourcing of services provided by Employees and providing reasonable diligence material to a third party.

#### 5. Disclosure of Employee Personal Data and Recipients

In order to process Employee Personal Data for the purposes described in this Employee Privacy Notice such Employee Personal Data, as is necessary, may be disclosed to any of the following:

- a) other Vetcor Employees;
- b) Vetcor service providers, agents, contractors, consultants and advisors or to any third party involved with any payments or benefits to which an Employee, dependents or other beneficiary is entitled and to such dependents or other beneficiary;
- c) any future employer of an Employee who requests a reference;
- d) any proposed assignee or transferee of Vetcor's interest under any agreement, including a contract of employment, that we have with an

Employee;

- e) any governmental, administrative, judicial or regulatory authority, including courts, governmental and non-governmental regulators, tax authorities, ombudsmen, law enforcement agencies and fraud prevention agencies;
- f) any third party that acquires, or is interested in acquiring, all or part of Vetcor's assets or shares, or that succeeds Vetcor in carrying on all or a part of its business, whether by merger, acquisition, reorganization or otherwise; and/or
- g) third parties as required or permitted by law, including to comply with a subpoena or similar legal process or government request, or when Vetcor believes in good faith that disclosure is legally required or prudent to further our commercial purposes, including actual or prospective legal proceedings involving Vetcor or for the purposes of obtaining legal advice or establishing or defending our legal rights and property.

#### 6. Inquiries, Requests, or Concerns

All inquiries, requests, or concerns regarding this Privacy Notice or relating to the processing of Employee Personal Data should be sent to [privacyrequests@Vetcor.com](mailto:privacyrequests@Vetcor.com).

#### 7. Updates

This Privacy Notice may be updated from time to time. The date of the most recent update is Sept 13, 2023.