

Employee Data Process Acknowledgement

I acknowledge receipt of my Statement of Terms and Statement of Particulars (Employment Contract), and acknowledge the above to be a true account of my principal terms and conditions of employment.

I confirm I have received a copy of the Company codes of conducts (Viewable via C247).

Processing of Personal Data

For the purposes of the General Data Protection Regulations, I hereby acknowledge and understand that the Company is required to hold and process the personal data provided by me to the Company. The Company will process my personal data for the purpose of performing the contract of employment between us, to comply with any legal obligations or if it is necessary for the legitimate interests of the Company (or for the legitimate interests of someone else). Data will be processed for all purposes relating to my employment with the Company including but not limited to: -

1. Administering and maintaining personnel records
2. Paying and reviewing salary and other remuneration and benefits
3. Providing and administering benefits
4. Undertaking performance appraisals and reviews
5. Maintaining sickness and other attendance records
6. Processing data along with the Company's suppliers for the purposes of carrying out the contract including but not limited to payroll, pension, insurance providers, Governing Body, external assessor and internal compliance auditor
- 7.
8. Providing references and information to future employers on request and if necessary to the HMRC, Contributions Agency and other authorised bodies
9. Providing information in any event where the Transfer of Undertakings (Protection of Employment) Regulations will apply

I acknowledge and accept this document has been signed by the Managing Director of Montane Group Limited (See below) and that I have electronically countersigned this document VIA the C247 platform

Ben Maull



Managing Director

