



Holland & Knight Employee Privacy Notice

Updated as of August 30, 2022

Notice Statement

This Privacy Notice provides you with necessary information about the Personal Information we collect, how this information may be used by Holland & Knight LLP and our associated affiliates¹ (the "Firm"), your privacy rights and the Firm's obligations, in accordance with applicable data privacy regulations and laws. For the purposes of this Notice, we will refer to Holland & Knight as "the Firm", and collectively as "we", "our" or "us".

Scope

This Notice applies to the Personal Information of all individuals who seek to be, are, or were employed or engaged by the Firm whether as an employee, worker or contractor, referred to as "Firm personnel". When we refer to you, we'll refer to you as "you", as well as through second-person pronouns such as "your" and "yours".

This Notice does not form part of any contract of employment or other contract to provide services.

About us

Holland & Knight LLP is a Florida limited liability partnership with offices located in the United States.

Holland & Knight (UK) LLP is a limited liability partnership registered in England and Wales under company number OC327443 and whose registered office is at Leaf 27c Tower 42, 25 Old Broad Street, London, United Kingdom, EC2N 1HQ. Holland & Knight (UK) LLP is registered with the United Kingdom Information Commissioner's Office ("ICO") under registration number Z7232766, and is authorized and regulated by The Solicitors Regulation Authority.

Holland & Knight Colombia S.A.S. is registered with the Superintendence of Industry and Commerce ("SIC") and National Database Registry, under tax identification number (NIT) 900.502.435-1.

Responsibilities

The Firm's General Counsel is responsible for maintaining, reviewing and updating this Notice.

Definitions

Personal Information: Commonly referred to as personal data, or Personally Identifiable Information ("PII"), Personal Information ("PI") may be defined under various privacy laws, but, generally, is information relating to an identified or identifiable individual.

Sensitive Personal Information: Sensitive Personal Information ("SPI") is a subset of PI that requires greater security protections and standards of care in handling. SPI is generally defined

¹ Including Holland & Knight (UK) LLP, Holland & Knight Colombia S.A.S. and Holland & Knight Mexico S.C.

as information that if lost, compromised, or disclosed could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Some privacy laws may identify SPI with additional granularity.

"Special Categories" of Information: For the purposes of UK and EU data protection laws, certain Personal Information is treated as a "special category" to which additional protections apply under UK and EU data protection law. This includes: PI revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; genetic data and biometric data (when used to uniquely identify an individual); and information concerning health, sex life or sexual orientation.

Procedures

1. Privacy and Data Protection Principles

The Firm adheres to the principles outlined below when collecting or processing PI to ensure that PI is:

- Processed lawfully, fairly and in a transparent manner;
- Collected for a specified, explicit and legitimate business purpose, and there is a valid legal basis for the processing activity;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- Accurate and, when necessary, kept up to date, and reasonable efforts should be taken to ensure that inaccurate data is deleted or rectified in a timely manner;
- Retained in a form which permits the identification of individuals for no longer than necessary for the purposes for which it is collected or processed;
- Processed in a manner that ensures appropriate security and protection against unauthorized or unlawful processing or access, accidental loss, destruction or damage, using appropriate technical and organizational measures; and
- Collected and processed with appropriate controls and measures to demonstrate compliance with our legal obligations.

2. Personal Information (PI) We Collect

In order to meet our legal obligations as your employer, we collect, process, and maintain different types of PI with respect to individuals who seek to be, are, or were employed by the Firm. Specifically, we collect and process the following information about Firm personnel:

- Your name and general contact information such as address, telephone number and email address, including emergency contact information provided to us by you in the event of an emergency;
- Applicant information or resumes provided during the application process, including job history, copies of right to work documentation, references and other information included in a CV or cover letter, or as part of the application process;
- Role-specific information including your job title, date of hire and location of work;
- Personnel file information including training records, education or certification information, professional or personal references, professional memberships, job performance evaluations, reviews or assessments, or Firm policies and other employment forms signed by you;
- Firm policies and other employment forms signed by you;
- Any Human Resources grievances or complaints made by you or by Firm personnel, clients, vendors or customers, including corrective action plans or disciplinary write-ups or warnings for business misconduct or violation of Firm Policy;

- Accolades or awards in recognition for your performance as Firm personnel or work product quality;
- Any requested time off, accrued time off, requests for leave or work hours, or timesheet history;
- Letters of resignation or termination and reasons for leaving;
- Information regarding your schedule, calendar or office use; and/or
- Other PI voluntarily provided to us during the course of your employment with the Firm.

3. Sensitive Personal Information (SPI) We Collect

In order to meet our legal obligations as your employer, we may collect, process, and maintain different types of SPI including:

- Your date of birth, age, gender and marital or dependent status (for the purpose of ascertaining and distributing benefits), beneficiary information, or information relating to your personal employee benefits, insurance policies, and PHI related to health or medical information for enrollment or submission of eligibility for the Firm's health plans and insurance plans;
- Social security numbers, national insurance number or tax codes;
- Technical identifiers such as IP addresses, service ID numbers or computer information that can be tied back to a person's name or physical location;
- Information about your health condition, medical treatment or medical history;
- Payroll information including tax forms, your social security number, bank account information, including direct deposit information, identification and verification data;
- Salary information, including monetary raises, bonuses, salary or hourly rates, overtime, stock information or 401K or pension records, including contributions;
- Voluntary and self-reported diversity or demographic information, including race and ethnicity, educational background, sexual orientation, veteran or military status, or disability status;
- Proof of identification, including passports, national identification cards, drivers licenses or utility bills;
- Your immigration status and work permits;
- Photographs, CCTV footage and other information obtained through electronic means, such as security badge access card records;
- Information about your use of our information and communication systems;
- Any other SPI you may provide to us during the course of your employment with the Firm.

Diversity, Equity and Inclusion Data

The Firm seeks to develop a culture where all talented individuals, including those traditionally underrepresented in the legal profession, can have a path to long-term success. We are committed to supporting a variety of initiatives to continue building a diverse and inclusive Firm. SPI or (for the purposes of UK and EU data protection laws) "special category" information may be collected and used to support these efforts, or to meet client diversity obligations. If you are asked for any of these categories of data, you have the right to request the purpose for which the data will be collected or processed, and the right to refuse to provide it.

4. "Special Category" Information We Collect

WHERE UK/EU DATA LAWS APPLY

For the purposes of UK and EU data protection laws, certain Personal Information is treated as a "special category" to which additional protections apply under UK and EU data protection

law. This includes: PI revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; genetic data and biometric data (when used to uniquely identify an individual); and information concerning health, sex life or sexual orientation.

In order to meet our legal obligations as your employer, we collect, process, and maintain different types of "special category" information including:

- Information about your health condition, medical treatment or medical history;
- Voluntary and self-reported diversity and demographic information, including race and ethnicity, religious beliefs, sexual orientation, political opinions or disability status;
- Information about criminal convictions and offenses;
- Any other "special category" information you may provide to us during the course of your employment with the Firm.

Where we process any such "special categories" of PI, we will ensure that we are permitted to do so under applicable EU or UK data protection laws. For example, where:

- We have your explicit consent;
- We need to carry out our legal obligations or exercise rights in connection with employment;
- It is needed in the public interest, such as for equal opportunities monitoring;
- It is necessary to protect you or another person from harm;
- You have already made the information public;
- The processing is necessary to establish, exercise or defend legal claims; or
- The processing is necessary for preventing or detecting unlawful acts.

5. How We Use Personal Information (PI)

We use the information that we collect about you to support our business operations as your employer. We only collect and process PI where permissible by law, including for the following purposes:

- For the performance of a contract with you, or to take steps to enter into a contract;
- For compliance with our legal obligation to you as your employer under employment protection, health and safety legislation, or under statutory codes of practice;
- For the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms;
- Where necessary for carrying out obligations or exercising rights in employment law;
- For reasons of substantial public interest, such as equal opportunity, promoting or retaining racial and ethnic diversity, or to satisfy regulatory requirements; and
- To establish or defend any legal claims in connection with your employment.

In particular, we use PI of Firm personnel for the following purposes:

- Processing payroll, enrolling you in any employee benefit program, or for internal accounting procedures;
- Managing and planning our business operations;
- Conducting employee performance reviews or job evaluations;
- Handling internal disputes, grievances or investigations, or processing claims;
- Analyzing or reviewing your qualifications, including the performance of a background check during the application process or in support of a client requirement;
- Enrolling you in any educational opportunities, training or certification activities;
- Enrolling you or processing your eligibility in the Firm's health plans and insurance plans;

- To comply with applicable laws and professional responsibilities;
- To assist in scheduling and provisioning office space and resources.

Where necessary, we may also process your PI to prevent fraud, and ensure the security of all aspects of our business.

6. Disclosure of Personal Information (PI)

We only share your PI with our associated affiliates, and with third party service providers to assist in fulfilling our responsibilities as your employer, when required to do so by law, or where we have another legitimate interest in doing so.

Our information technology systems are operated by us, but some data processing is carried out on our behalf by third parties. Where processing of PI is carried out by a third party data processor on our behalf, our service providers are subject to security and confidentiality obligations, and are only permitted to process your PI for specified purposes and in accordance with our instructions. We also impose contractual obligations on service providers to ensure they can only use your PI to provide services to us and to you.

Third party service providers include HR and payroll systems, benefits and insurance providers, and similarly situated providers to assist with business operations that support our obligations as your employer. PI will only be disclosed if such service providers agree to ensure an adequate and reasonable level of protection of PI consistent with the Firm's technical and organizational security measures. Service providers may access your PI only on a "need-to-know" basis as a part of their partnership with us.

In certain cases, we may have to disclose your PI to third parties in the following circumstances:

- Where required by a regulator;
- To protect our legal rights;
- To satisfy any local, state, or Federal laws or regulations or professional responsibilities;
- To respond to requests, such as discovery, criminal, civil, or administrative process, subpoenas, court orders, or writs from law enforcement or other governmental or legal bodies;
- To bring legal action against Firm personnel who have violated the law;
- In the case of any business transfer, sale, or transfer of assets of the Firm;
- To generally cooperate with any lawful investigation about our past, present, or potential Firm personnel;
- If we suspect any fraudulent or unlawful activity within or in relation to the Firm, or if we have noticed any activity which may violate our ethics, guidelines, or other applicable rules or policies.

If you have any questions as to how our third party service providers handle your PI, you may contact privacy@hklaw.com, or use the [Contact Information](#) found below.

7. International Data Transfers

Holland & Knight is an international organization with offices in Algeria, Colombia, Mexico, the United Kingdom and the United States. It may be necessary for us to transfer your PI to our affiliated firms and our third party service providers located in the United States or other countries. Only authorized Firm personnel may access your PI, and access to HR data is limited to those with a "need-to-know".

We may transfer PI to countries outside the EU or UK that have not been granted an adequacy decision by the European Commission (the "Commission") (in the case of transfers from the EU) or the UK Government (in the case of transfers from the UK). Where PI that is subject to EU or UK data protection laws is transferred to and stored in a country not determined by the Commission or (as the case may be) the UK Government as providing adequate levels of protection for PI, we take reasonable steps to provide appropriate privacy and data protection safeguards to protect your PI.

If you would like further information about the specific data transfer mechanisms used by the Firm when transferring your PI out of the EU or UK, please contact us using the [Contact Information](#) above.

8. How Long We Retain Your Personal Information (PI)

We store your PI as long as necessary to support our business operations as your employer and to fulfill our legal obligations, including any applicable record-keeping or retention requirements. The Firm shall retain your PI until the initial purpose for collecting and retaining such data has been satisfied. If you subsequently agree to a new or additional purpose, your PI may be retained for that.

To determine the appropriate retention period for PI, we consider:

- The amount, nature and sensitivity of the personal data.
- The potential risk of harm from unauthorized use or disclosure of your PI.
- The purposes for which we process your PI and whether we can achieve those purposes through other means.
- The applicable legal requirements.

In some circumstances, we may anonymize your PI so that it can no longer be associated with you, in which case we may use that information without further notice to you. Once you are no longer an employee, we will retain and securely destroy your PI in accordance with our data retention policy and retention schedule.

9. Security of Your Personal Information (PI)

The Firm uses industry standard technical, physical, procedural and organizational measures to protect PI from the point of collection to the point of destruction from unauthorized use, loss, alteration, destruction or modification. Such measures include:

- Protecting the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- Protecting the ability to restore the availability and access to PI in a timely manner in the event of a physical or technical incident;
- Processes for regularly testing, assessing and evaluating the effectiveness of technical and organizational measures in order to ensure the security of collection and processing activities;
- User identification and authorization;
- Protection of data during storage and transmission, including encryption standards;
- Protecting physical security of locations where PI is processed or stored;
- Events logging and system configuration, including default configuration;
- Internal IT and IT Security governance and management;
- Certification and assurance of processes and products;

- Appropriate encryption, firewalls, access controls, policies and other procedures to protect information from unauthorized access; and
- Using the principles of least privileged access and 'need-to-know' procedures and controls.

Where data processing is carried out on our behalf by a third party, we take steps to implement appropriate security measures to prevent unauthorized access or disclosure of information.

Unfortunately, the transmission of information in paper format via post mail or commercial delivery service provider, as well as transmission of information in digital format via the internet, is not completely secure. Although we will endeavor to protect your PI, we cannot guarantee the security of your data during transmission.

10. Your Privacy Rights

Depending on your geographical location and applicable privacy law, you may have specific privacy rights with respect to your PI. These rights may include the following:

Do Not Sell My Personal Information (PI)

The Firm does not sell PI within the meaning of applicable privacy law.

Right to Access

You may have the right to access PI which we may collect or retain about you. If requested, we shall provide you with a copy of your PI which we collect, as permitted by applicable privacy law.

Right to Correct/Right to Rectify

We want to make sure your PI is accurate and up to date. You may ask us to correct, modify or remove information you think is inaccurate by contacting us using the [Contact Information](#) below, or by submitting your updated PI via the Sites you have registered for. Please keep us informed if your PI changes during your relationship with us.

Right to Data Portability

You may have the right to receive your PI in a structured and commonly used format so that it can be transferred to another entity or data controller ("data portability"). The right to data portability only applies where your PI is processed by us with your consent or for the performance of a contract, and when processing is carried out by automated means.

Right to Deletion/Right to Be Forgotten

In certain circumstances, you have the right to request the erasure of your PI. Upon verifying the validity of a deletion request, we will delete your PI from our records, and instruct any service providers or third parties to delete your information, when applicable. Important exceptions to this Right to Deletion may apply.

Right to Know/Right to Be Informed

You may have the right to request that we disclose the following about your PI, including:

- The specific PI we may collect;
- The categories of PI we may collect;
- The categories of sources from which we may collect your PI;
- The business purpose(s) for collecting or sharing your PI;
- The categories of PI we may disclose for business purposes; and
- The categories of third parties to whom we may share your PI.

Right to Object

You have the right to object, on grounds relating to your particular situation at any time, to the processing of your PI which is based on our legitimate interests. Where you object on this ground, we shall no longer process your PI unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defense of legal claims.

The Firm does not process employee PI for direct marketing purposes.

Right to Restrict Processing of Your Personal Information (PI)

You have the right to restrict the processing of your PI if you have contested the accuracy of the data we hold about you and we are verifying the accuracy of your PI, or you have exercised your right to object and we are considering whether our legitimate grounds for processing override your interests.

If the PI we collect, covered by this Notice, is to be used for any purpose materially different from the purpose described here or disclosed to a third party not acting as our agent or third party service provider, in a manner other than as disclosed here, we will let you know and, if required under applicable data protection laws, seek your consent to use your PI for this materially different use or disclosure.

Please note that the above rights in this Section 10 are not absolute, and we may be entitled to refuse requests, wholly or partly, subject to applicable law. For example, we may refuse a request for erasure of PI where the processing is necessary to comply with a legal obligation or necessary for the establishment, exercise or defense of legal claims. We may refuse to comply with a request for restriction if the request is manifestly unfounded or excessive.

11. Exercising Your Rights

You can exercise any of your rights as described in this Notice and under applicable privacy laws by contacting us as provided in the [Contact Information](#) section below. We will not discriminate against you for exercising such rights.

UK or EU Residents: You may also visit the Firm's [GDPR Compliance Portal](#) to exercise your rights.

California Residents: You may also visit the Firm's [California Consumer Privacy Portal](#) to exercise your privacy rights.

Generally, except as provided for under applicable privacy laws, there is no charge to exercise your legal rights. However, if your requests are unfounded or excessive, in particular because of their repetitive character, we may either:

- Charge a reasonable fee taking into account the administrative costs of providing the information or taking the action requested; or
- Refuse to act on the request.

Where we have reasonable doubts concerning the identity of the person making the request, we may request additional information necessary to confirm your identity. If you make a request through an attorney, agent or third party, we will require you to directly confirm the request, to validate your authorization is authentic. We will not discriminate against you based on your exercise of rights hereunder.

You may have additional privacy rights if your PI has been collected or processed in violation of this Notice, except when the burden or expense of providing access, correction, amendment, or deletion would be disproportionate to the risks to your privacy, or where the rights of other people would be violated.

12. Complaints

If you have any questions or complaints regarding this Notice or our privacy practices, please contact us as provided in the [Contact Information](#) section below.

If you are located in the EU or the UK, you also have the right to complain to the relevant supervisory authority. In the UK, this is the Information Commissioner's Office ("ICO"). The ICO may be contacted using the details at <https://ico.org.uk/make-a-complaint> or by telephone: 0303 123 1113.

If you are located in Colombia, you also have the right to complain to the relevant supervisory authority, the Superintendence of Industry and Commerce ("SIC") (<https://www.sic.gov.co/>).

13. Contact Information

The Firm is not required to appoint a formal Data Protection Officer under current privacy law. However, we have appointed a contact in the event you have any questions regarding this Notice, your rights with respect to your PI, or to exercise any of your privacy rights as described in this Notice or under applicable privacy and data protection law.

Diane Del Re
Privacy and Compliance Senior Manager
Holland & Knight LLP
524 Grand Regency Blvd. | Brandon, Florida 33510
By telephone: Office 813.901.4196 | Mobile 813.997.7584
By email: diane.delre@hklaw.com | privacy@hklaw.com

14. Modifications and Revisions

From time to time, we may change this Notice. If we make any material changes to this Notice, we will notify you by means of a prominent notice and obtain your consent prior to the change becoming effective. This Notice will be reviewed annually and updated, as necessary.

Version	Date Reviewed	Date Approved	Document Owner	Description
2	06/07/2022	06/07/2022	Diane Del Re	Original Employee Privacy Notice
3	07/29/2022	07/29/2022	Diane Del Re	Revised, addition of Section 4
4	08/29/2022	08/30/2022	Diane Del Re	Revised consent language

15. Consent and Acknowledgement of Receipt

I hereby consent to Holland & Knight processing my personal information for the purposes described in the Employee Privacy Notice and understand that I can withdraw my consent at any time.

Signature

Name: _____