

## MSITE PLATFORM PRIVACY POLICY

Last Updated: May 2025

We are Infobric Limited trading as MSite (ICO reference ZA068354). This Platform Privacy Policy (the "Policy") explains how we use Personal Data processed by us through MSite Platforms.

The MSite Platform is a tool used by construction businesses (the "Principal Contractor(s)") and their employees, contractors, agents and authorised users ("End User(s)"). The Platform manages workforces through the entire journey of a project, including the pre-site, on-site, and in-site phases. Collectively, Principal Contractors and End Users are "Platform User(s)".

This Policy applies to:

- Personal Data that Principal Contractors submit to us via the Platform, which we then process on their behalf
- This Personal Data is usually that of the End Users (referred to as "you" in this Policy)
- This Personal Data is collectively referred to as "Platform Data".

### 1. Who is Responsible for your Personal Data

In providing our services, we process Personal Data on behalf of and under the instructions of Principal Contractors. Under UK data protection law, MSite acts as a "Data Processor", and the Principal Contractors are "Data Controllers". The Principal Contractors decide what and why Personal Data will be used.

Principal Contractors are solely responsible for establishing privacy policies for and ensuring compliance with all applicable laws and regulations, agreements, or other obligations, relating to the processing of Personal Data collected through our Platform. If you are an individual who has submitted data to a Principal Contractor through our Platform, then the processing of your Personal Data will be subject to that Principal Contractor's privacy practices. Therefore, you should directly contact that Principal Contractor for assistance with any requests or questions relating to the processing of your Personal Data. We suggest that you read the principal contractors privacy policy to ensure you understand their practices.

### 2. Personal Data We Collect About you

***Information is provided by You via your MSite account during onboarding or preregistration.*** This information will allow you to either access various parts of the Platform or complete work on-site on behalf of the Principal Contractor. We may collect the following categories of Personal Data when you register for and/or use the MSite Platform:

- Your name
- Your employee profile image (photo)

- Your address and postcode
- Your email address
- Your telephone number
- Your occupation/trade
- Your National Insurance Number
- Your date of birth
- Your next of kin details and telephone contact number
- Your relationship to next of kin (where provided by you)
- Your biometric data (face or fingerprint)
- Where applicable, PIN Code access data and login details are issued to you for administration and access to the MSite System
- Details of your entry/exit logs using the MSite access terminals at Principal Contractor sites

In addition to the above, and only upon the Principal Controller's instruction, MSite may use the following information.

- Your health data
- Your thermal Image temperature
- Your equality and diversity Information
- Where applicable, details of training records, qualifications, accreditations and Construction Skills Certification Scheme cards
- Details of any work-related incidents involving or affecting you

#### ***Information Collected Automatically***

- Log Information. We may automatically collect log data, such as your Internet Protocol ("IP") address, browser type, pages viewed, the date and time you access our servers, device type, device operating system and other diagnostic data. This data is used for various reasons, including security and providing the services.
- Location Information. We may infer the generic physical location and geographic regions of your device or collect your location information depending on the services used by Principal Contractors on the Platform.
- Time & attendance information. Details of your entry/exit logs using the MSite access terminals at Principal Contractor sites that the Principal Contractor may use to calculate hours worked, ensuring accurate pay and preventing fraud.
- Cookies. The Platform may use cookies or similar technologies depending on the services used by Principal Contractors on the Platform.

#### ***Special Category Personal Data We May Collect***

Depending on the services used by Principal Contractors on the Platform, we may collect certain more sensitive Personal Data from you:

- A biometric finger/thumbprint uploaded to enable the use of the MSite System biometric access terminals.
- Your profile image (photo) uploaded to MSite to provide visual identification
- Health data (medical condition optional if required to support obligations in health and safety management).
- Equality and diversity information (optional) to support equality objectives either set by us as the Principal Contractor or required by contract or law.

### 3. How and Why We Use your Personal Data

- **Workforce management** (This includes providing services to Principal Contractors, such as being able to track and monitor time and attendance, document completion of induction, monitoring and verification of training records, supporting effective resource planning, track labour hours which the Principle Contractor may link to pay or use as a fraud prevention measure and where applicable ensuring operatives are not victims of modern slavery)
- **Site Management** (This includes providing services to Principal Contractors, such as ensuring access to the Principal Contractors' site, tracking and validating accuracy of working time, reviewing entry and exit logs, administrating and maintaining MSite including sharing data with third-party suppliers and processors)
- **Project Management** (This includes providing services to Principal Contractors, such as providing reports to authorised principal contractor management staff or personnel of clients, client auditors or sub-contractors who have a strict need to know)
- **Health and Safety Obligations** (Reporting of data including training, briefings, records of any medical conditions or notification of a medical condition, to ensure adequate controls and improve or maintain the health and safety of employees and operatives working or entering the Principal Contractors site)
- **Sustainability** (Including reporting on CFC emissions data in connection with travel to and from Principal Contractor sites to enable effective responses to statutory, regulatory or contractual requirements set by Principal Contractors and/or public authorities)
- **Equality, Diversity and Inclusion** (formal reporting of worker demographics to support our social and legal obligations to enable effective responses to statutory, regulatory or contractual requirements set by Principal Contractors and/or public authorities)
- **Legal Claims and other Regulatory Compliance** (where necessary, we may use Personal Data to support the establishment/defence or pursue of legal claims or regulatory claims)
- **Detect and Prevent Fraud and Security Risks** (where necessary to process your Personal Data to help monitor, prevent and detect fraud and abusive use of the Platform, monitor and verify your identity so that unauthorised users do not gain access to your information, enhance system security, and combat spam, malware, malicious activities or other security risks)

- **Improve the Platform** (where permitted and authorised by Principal Contractors, we may use End Users' Personal Data to derive analytical and statistical data to better understand the way End Users use and interact with our Platform to improve our services)

Principal Contractors may use the Personal Data collected via the Platform for additional purposes. You should review their privacy policies for more information about how they collect, use, and share the personal information collected via the Platform.

#### 4. Sharing and Transferring Your Personal Data

MSite may share Personal Data collected from Platform Users under the following circumstances:

- **Sub-Processors** (We may share Platform Users' Personal Data to parties, including MSite affiliates, acting as its Sub-Processors, such as Amazon Web Services, Twilio, Loquate, HERE, ESRI, Microsoft Azure and Construction Skills Certification Scheme Limited. These Service Providers will only have access to the information needed to perform these limited functions on our behalf.)
- **Other third parties** (professional advisors, auditors, regulators, government departments, law enforcement authorities, insurance companies, relevant ombudsman, dispute resolution bodies, Courts or persons in connection with any sale merger, acquisition disposal, reorganisation or similar change in the Principal Contractors business)

#### 5. Cross Border Transfers

Your Personal Data collected via the Platform is stored in the UK. MSite, in accordance with the Principal Contractor's instructions, may transfer your Personal Data to third-party data processors which are highlighted above who reside outside EEA, UK & Switzerland. In such an event, we will ensure that your personal information receives the protections are dictated by the relevant data protection laws.

#### 6. Lawful Basis for Processing

##### Personal Data

- **We have legal obligations** (for example, Health and Safety at Work Act, Immigration and Nationality Act, Immigration Act, Construction and Design Management Regulation and other applicable work safety and work authorisation requirements)
- **We have a legitimate interest** (for example, validating project working time, checking the accuracy of training records, responding to reporting requirements, ensuring the security of the project sites, providing our services to the Principal Contractor, Health and Safety and defending against potential legal claims).
- **To protect your vital interests** (for example, if you suffer a serious or life-threatening injury on site and the Principal Contractors need to use your next-of-kin details).

### Special Category Personal Data

- **We have your explicit consent** (for example, to allow us to process your biometric data – you can withdraw your consent at any time by contacting the Principal Contractor or MSite, after which, a PIN code or alternative method of site access will be arranged for you)
- **To protect your vital interests** (for example, if you suffer a serious or life-threatening injury and the Principal Contractors need to use your next-of-kin details).
- **Necessary for preventative or occupational medicine** (for example your health data is required to ensure the health and safety of you and others on the Principal Contractors' project sites as required by Health and Safety Laws and regulations)
- **Archiving, research and statistics** (for example equality and diversity data made available by you which is required for corporate social responsibility, diversity and equality reporting, and where applicable to be provided to external authorities)

**Right to Lodge a Complaint.** You may have the right to lodge a complaint with your local data protection authority about our processing of your Personal Data. Contact details for data protection authorities in the European Economic Area are available [here](#), and contact details for the United Kingdom's ICO are available [here](#).

### 7. Security

We implement security measures intended to protect against the loss, misuse and alteration of the Personal Data we process on behalf of our Principal Contractors. While we use reasonable commercial efforts to protect the data, no technology, data transmission, or system can be guaranteed to be 100% secure. We cannot guarantee the security of our databases or the databases of the third parties with which we may share such information, nor can we guarantee that the information you supply will not be intercepted while being transmitted over the Internet.

Please remember that you play a valuable part in security as well by keeping all your devices, logins and or passwords and pins secure. If you feel that the security of any account you might have with us has been compromised, please email [DPO@msite.com](mailto:DPO@msite.com).

### 8. Personal Data Retention

Most of your data is provided by you and is only accessible by the Principal Contractor, MSite or the third parties mentioned above via the MSite Platform.

We will only store your data for as long as necessary for the Principal Contractor to process such Personal Data for the purposes set out in this Policy and in accordance with the Principal Contractor's internal retention policies and procedures.

### 9. Your Data Protection Rights

Under UK GDPR, you have the following rights with respect of your Personal Data:

- Right to Know/Access.
- Right to Correct/Rectification.
- Right to Delete/Erasure.
- Right to Portability.
- Right to Object to Automated Decision-Making.
- Right Not to Provide Consent or to Withdraw Consent.
- Right to Restrict processing of your Personal Data
- Right to Object to Processing.
- Right to Lodge a Complaint.

If you are an individual who has submitted data to a Principal Contractor through our Platform and would like to assert one of the above-listed privacy rights, please directly contact that Principal Contractor for assistance with any requests or questions relating to the processing of your Personal Data. You may also make such requests by contacting us at [DPO@MSite.com](mailto:DPO@MSite.com) and providing the name of the Principal Contractor. We will refer such requests to that Principal Contract and will support them as needed in responding to your request.

## 10. Contact and Complaints

If you have any questions or concerns about the processing of your Personal Data, you can contact the Principal Contractor directly. Should you have any questions or concerns regarding MSite and how your data is processed, you can also contact MSite by email at [DPO@MSite.com](mailto:DPO@MSite.com) or write to us: The Bunker, 25 Innovation Boulevard, Liverpool, England, L7 9PW.

If you are not happy with how your data is held or processed by us, or if you are not satisfied with our handling of any requests by you about your rights, you may raise a complaint with the Principal Contractor or contact MSite's Data Protection Officer via the email address provided above.

## 11. Changes to This Privacy Policy

We may update to this Policy from time to time. If we make material changes to this Policy, we will notify you by the most recent email address provided to us, through a pop-up window on our Platform. Any changes to this Policy will become effective on the "Last Updated" date indicated above.

**### END OF DOCUMENT ###**