

## MSITE PLATFORM PRIVACY INFORMATION FOR END USERS

We are Infobric Limited trading as MSite, registered address The Bunker, 25 Innovation Boulevard, Liverpool, England, L7 9PW, company number 04363275 and ICO registration number ZA068354.

We sell the MSite Platform ("Platform") as a SaaS product and a digital workforce management solution to construction businesses ("Principal Contractors") alone or in addition to other MSite products as part of our offering.

"End Users" refers to "you", meaning the worker / operative / Principal Contractor member of staff whose data is in use on MSite.

This document provides an overview of how personal information may be processed through the MSite Platform and supplementary information about MSite's role in operating the Platform.

This is not the primary privacy notice for the relevant processing activities. The Principal Contractor's privacy notice (or privacy policy depending on internal terminology) should explain why your personal data is processed, the lawful basis relied on, and your rights in relation to that processing. You can contact them for a copy of this privacy notice.

In most cases, the Principal Contractor operating the site is the data controller for personal data relating to workers, operatives, visitors and other Platform users. MSite acts as a data processor, processing personal data on behalf of and under the instructions of the relevant Principal Contractor.

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

In providing our services, we process "Personal Data" as defined in the GDPR on behalf of and under the instructions of Principal Contractors. Under 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 contractor's privacy policy to ensure you understand their practices.

Where MSite processes Personal data for its own independent purposes (for example in relation to Platform security, service administration, or legal obligations), this processing will be described separately in this document.

## **2. Categories of Personal Data Processed Through the Platform**

Depending on how the MSite Platform is configured by the Principal Contractor, the Platform may process the following categories of personal data on the instructions of the Principal Contractor.

### ***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 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 Process*

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.

Where enabled by the Principal Contractor, the Platform may process biometric data for identity verification or site-access purposes. The Principal Contractor decides whether biometric functionality is used and is responsible for identifying the appropriate lawful basis and any applicable special category condition under data protection law.

### **3. Processing Carried Out on the Instructions of Principal Contractors**

Personal data processed through the MSite Platform is generally processed on behalf of and under the instructions of the relevant Principal Contractor, who determines the purposes for which the Platform is used. These should be described in the Principal Contractor's privacy information which you can ask for a copy of.

MSite may use the personal data on the Platform for the following of our own purposes:

- **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)

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

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

- **Sub-processors** (affiliates, supplier, acting as 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 for the purposes of providing the requested services by the Principal Contractor.)
- **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 Boarder 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, for the purposes of the data use. In such an event, we will ensure that your personal information receives the protections are dictated by the relevant data protection laws.

#### **6. Lawful Bases for Processing**

The Principal Contractor, as data controller, is responsible for identifying and documenting the lawful basis for processing personal data under Article 6 of the GDPR and, where applicable, any condition for processing special category data under Article 9 of the GDPR and relevant national laws.

MSite processes personal data through the Platform only on the documented instructions of the relevant Principal Contractor.

#### **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 the GDPR, you have the following rights with respect of your personal data:

- Right to Access.
- Right to Rectification.
- Right to Erasure.
- Right to Portability.
- Right to Object to Automated Decision-Making.
- 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 request to a Principal Contractor through our Platform and would like to exercise one of the above-listed privacy rights, please contact that Principal Contractor directly.

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.

MSite also has a Data Protection Complaints Policy which addresses how we manage complaints. Please email us at [dpo@msite.com](mailto:dpo@msite.com) for more information.

## 11. EU Representative

Where MSite provides services to controllers established in the EEA or to data subjects located in the EEA, and MSite itself is established outside the EEA, MSite has appointed an EU Representative to act as a contact point for supervisory authorities and data subjects on all issues related to processing of personal data under the EU GDPR.

The same appointment is applicable in relation to the Digital Services Act, for customers and users to report illegal content if any is found.

### Data Protection Representative Limited (trading as DataRep)

77 Camden Street Lower, Dublin, D02 XE80

Registered in Ireland (number 616588)

People and supervisory authorities in the EU may contact the EU Representative in addition to, or instead of, MSite directly regarding all matters concerning processing, exercising of rights, or compliance with the EU GDPR.

If you want to raise a question to MSite, or otherwise exercise your rights in respect of your personal data, you may do so by:

- Sending an email to DataRep at [msite@datarep.com](mailto:msite@datarep.com), or
- Contacting DataRep on their online webform at [www.datarep.com/data-request](http://www.datarep.com/data-request).

Mailing your enquiry to DataRep at the most convenient of the addresses below.

| Country        | Address   |
|----------------|---|
| Austria        | DataRep, City Tower, Brückenkopfgasse 1/6. Stock, Graz, 8020, Austria               |
| Belgium        | DataRep, Rue des Colonies 11, Brussels, 1000  |
| Bulgaria       | DataRep, 132 Mimi Balkanska Str., Sofia, 1540, Bulgaria                             |
| Croatia        | DataRep, Ground & 9th Floor, Hoto Tower, Savska cesta 32, Zagreb, 10000, Croatia    |
| Cyprus         | DataRep, Victory House, 205 Archbishop Makarios Avenue, Limassol, 3030, Cyprus      |
| Czech Republic | DataRep, Platan Office, 28. Října 205/45, Floor 3&4, Ostrava, 70200, Czech Republic |
| Denmark        | DataRep, Lautruphøj 1-3, Ballerup, 2750, Denmark                                    |
| Estonia        | DataRep, 2 <sup>nd</sup> Floor, Tornimäe 5, Tallinn, 10145, Estonia                 |
| Finland        | DataRep, Luna House, 5.krs, Mannerheimintie 12 B, Helsinki, 00100, Finland          |
| France         | DataRep, 72 rue de Lessard, Rouen, 76100, France                                    |

|               |  |
|---------------|--|
| Germany       | DataRep, 3rd and 4th floor, Altmarkt 10 B/D, Dresden, 01067, Germany                                 |
| Greece        | DataRep, Ippodamias Sq. 8, 4th floor, Piraeus, Attica, Greece  |
| Hungary       | DataRep, President Centre, Kálmán Imre utca 1, Budapest, 1054, Hungary                               |
| Iceland       | DataRep, Laugavegur 13, 101 Reykjavik, Iceland   |
| Ireland       | DataRep, The Cube, Monahan Road, Cork, T12 H1XY, Republic of Ireland                                 |
| Italy         | DataRep, Viale Giorgio Ribotta 11, Piano 1, Rome, Lazio, 00144, Italy                                |
| Latvia        | DataRep, 4th & 5th floors, 14 Terbatas Street, Riga, LV-1011, Latvia                                 |
| Liechtenstein | DataRep, City Tower, Brückenkopfgasse 1/6, Stock, Graz, 8020, Austria                                |
| Lithuania     | DataRep, 44A Gedimino Avenue, 01110 Vilnius, Lithuania   |
| Luxembourg    | DataRep, BPM 335368, Banzelt 4 A, 6921, Roodt-sur-Syre, Luxembourg                                   |
| Malta         | DataRep, Tower Business Centre, 2nd floor, Tower Street, Swatar, BKR4013, Malta                      |
| Netherlands   | DataRep, Cuserstraat 93, Floor 2 and 3, Amsterdam, 1081 CN, Netherlands                              |
| Norway        | DataRep, C.J. Hambros Plass 2c, Oslo, 0164, Norway   |
| Poland        | DataRep, Budynek Fronton ul Kamienna 21, Krakow, 31-403, Poland                                      |
| Portugal      | DataRep, Torre de Monsanto, Rua Afonso Praça 30, 7th floor, Algès, Lisbon, 1495-061, Portugal        |
| Romania       | DataRep, 15 Piața Charles de Gaulle, nr. 1-T, București, Sectorul 1, 011857, Romania                 |
| Slovakia      | DataRep, Apollo Business Centre II, Block E / 9th floor, 4D Prievozska, Bratislava, 821 09, Slovakia |
| Slovenia      | DataRep, Trg. Republike 3, Floor 3, Ljubljana, 1000, Slovenia  |
| Spain         | DataRep, Calle de Manzanares 4, Madrid, 28005, Spain   |
| Sweden        | DataRep, S:t Johannesgatan 2, 4th floor, Malmo, SE - 211 46, Sweden                                  |

Please note that when mailing enquiries, you must mark your letters with “DataRep” and not “MSite”, or your message might not reach the EU representative. Please refer clearly to MSite in your correspondence.

For more information about how DataRep will handle your personal data to undertake their services, please read their privacy notice at [www.datarep.com/privacy-policy](http://www.datarep.com/privacy-policy).

## 12. Changes

We may update to this document from time to time. We will notify you if we make material changes. The last update was on 11 March 2026.

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