

## COVID-19 Privacy Notice (Internal) UK

### **1. INTRODUCTION**

In response to the COVID-19 crisis, Diamond Resorts has taken measures to ensure the safety of our resorts and all of our Team Members, guests and visitors.

As a part of our newly implemented safety measures, we will be carrying out body temperature checking across many of our resorts.

This internal privacy notice ("**COVID-19 Privacy Notice**") describes how we may collect and use Personal Information about you as part of the temperature checking process (although we will keep this as minimal as possible).

This COVID-19 Privacy Notice should be read alongside the Internal Corporate Privacy Notice that has been previously provided to you (which can be accessed on Diamond Insider).

### **2. WHAT INFORMATION WE COLLECT ABOUT YOU**

#### **A. Personal Information**

We will only collect, store and use the following categories of Personal Information about you if the temperature check indicates that your temperature is beyond the normal threshold:

- Name; and
- Generic absence information (this will not include your body temperature reading or anything expressly referring to the temperature check).

#### **B. Special Categories of Personal Information**

The temperature check will generate a body temperature reading. This reading will amount to health data, which is considered more sensitive than normal Personal Information and falls within the "special categories" of Personal Information. We will not store your body temperature reading (whether it is beyond the normal threshold or not).

### **3. HOW WE COLLECT AND USE YOUR PERSONAL INFORMATION**

We will only collect Personal Information about you directly as a result of the temperature check and the reading produced from the temperature checking equipment.

If your body temperature reading is beyond the normal threshold we will use your name and generic absence information to record that you are not able to access the resort on a particular day. We will do this for the purpose of ensuring the safety of the resort.

We will only use your body temperature reading to assess whether your body temperature is beyond the normal threshold and we will not record or store this information.

### **4. LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION**

We will only use your name and generic absence information where:

- it is necessary for the performance of our employment contract with you; or
- it is necessary for the purposes of our legitimate interests, where such interests are not overridden by your interests or fundamental rights and freedoms (we have a legitimate interest in ensuring the safety of our resorts).

We will only use your temperature reading where:

- it is necessary for the purposes of our legitimate interests, where such interests are not overridden by your interests or fundamental rights and freedoms (we have a legitimate interest in ensuring the safety of our resorts); and
- processing is necessary for the purposes of carrying out our health and safety obligations under employment law.

## **5. WITH WHOM YOUR PERSONAL INFORMATION MAY BE SHARED AND TRANSFER OF PERSONAL INFORMATION OUT OF THE UK TO THE EUROPEAN ECONOMIC AREA (“EEA”) AND UNITED STATES**

If your body temperature reading is beyond the normal threshold your name and generic absence information may be shared with Diamond Resorts’ internal teams (such as HR). As this information will be stored on Diamond Resorts’ servers, it is possible that other companies in the Diamond Resorts group (located in the EEA and United States) may also have access to this information. We will not store your body temperature reading and so this will not be shared.

Please see the Internal Corporate Privacy Notice for further details about transfers out of the UK and the safeguards we have put in place to protect your Personal Information.

## **6. HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION**

We will retain your Personal Information for a period that is reasonably necessary to fulfil the purposes outlined in this COVID-19 Privacy Notice and in accordance with our data retention procedures. We will not store your body temperature reading and so this will not be retained.

Please see the Internal Corporate Privacy Notice for further details about how long we will keep your Personal Information.

## **7. QUESTIONS AND COMPLAINTS**

If you have any questions, concerns or complaints about this COVID-19 Privacy Notice or our use of your Personal Information, you should contact your local HR representative. If you do not know who your local HR representative is, please ask your manager.

Information about your data protection rights (including your right to complain to the relevant supervisory authority) can be found in the Internal Corporate Privacy Notice.