



Data privacy notice for *Your Shares: Gifted* (Free Share Programme for employees)

Why am I receiving this notice?

As you will know, we regularly need to process personal data about our employees for various reasons in the course of running the Rolls-Royce business (e.g. for our legitimate business interests, in relation to legal obligations like our rights and duties as an employer, to fulfil our contract with you as an employee, and/or where you have given your consent when this is necessary). As you are eligible to participate in the Rolls-Royce Free Share Plan, this Notice also details the additional ways in which we may control and process your personal data in the course of operating this share plan.

Who is controlling your data?

Rolls-Royce plc (Kings Place, 90 York Way, London, United Kingdom, N1 9FX) will be what is known as the “data controller” of the personal data in relation to your participation in the Free Share Plan, as it determines why and how your personal data is processed for these purposes

Contact data protection officer: Data.Privacy@Rolls-Royce.com .

The company that employs you remains responsible for your data processed there from the HR department and the provision to Rolls-Royce plc.

What data is collected?

In order to operate the Free Share Plan the ‘personal data’ we process includes your contact details (name, address, e-mail address); date of birth; local tax identification number (National Insurance number in the UK); residence related information; date of joining (and leaving) Rolls-Royce; leaving reason; Workday ID; tax information; and payroll unit and reference number. We also process data in relation to those on long-term leave (e.g. family leave or sick leave) to enable postal communications to this group of people. Your bank details may also be processed for the sale of your shares or when leaving the company.

Purpose and legal basis of data processing

Your personal data is processed for the purpose of the smooth implementation, termination and administration of the Free Share Programme and the sale of your shares. Without the required personal data you may not be eligible to participate in this Rolls-Royce's share plan.

With regard to the Free Share Programme, we process your data in order to provide each employee with the access to their free shares.

You are free to object from participation in the Free Share Programme (opt-out option). You will receive detailed information as part of the communication on the share programme.

As Rolls-Royce is represented worldwide, the legislation or legal basis for data processing may vary depending on the country of location.

UK locations:



If your workplace is located within the United Kingdom, the processing of personal data is subject in particular to the “UK General Data Protection Regulation” (UK GDPR). Processing is carried out on the basis of legitimate interest (see legitimate interests under Locations in the EEA).

Locations in the European Economic Area (EEA):

If your workplace is located in the EEA, the processing of personal data is subject to EU law and in particular the European General Data Protection Regulation (GDPR). The processing of personal data is based on legitimate interest (Art. 6 para. 1 lit. f) GDPR). In connection with the implementation of the Rolls-Royce free share programme, this includes

- the participation of employees in the Group's assets
- the recruitment, rewarding, retention and/or motivation of employees;
- reconciling the interests of employees and shareholders; and
- more efficient administration of the share plans.

In addition, the works agreements concluded at the German locations for this purpose constitute a legal basis within the meaning of Art. 88 para. 1 GDPR in conjunction with Section 26 (1) sentence 1 BDSG.

Locations outside the EEA or UK:

If you are located outside the EEA or the UK, the processing of your data may be subject to local and/or other international laws as well as the GDPR mentioned above. However, we assume a legitimate interest as mentioned above.

[Data transfer](#)

Your data will be passed on to our processor Equiniti Limited for implementation and administration.

For the administration of the Free Share Programme, your personal data may be transferred to countries outside the EEA and UK. Rolls-Royce will ensure that appropriate data protection laws and safeguards are in place in the countries concerned before transferring personal data. Generally, standard contractual clauses are used. Further information can be obtained from your data protection officer (see contacts).

Personal data may also be passed on within the Group for efficient and centralised administration (e.g. by Global HRIS) and to third parties such as dispatch service providers, IT service providers, trustees, legal administrators, stockbrokers, administrators, supervisors and external consultants who process data in accordance with the above-mentioned legal bases.

The processing of personal data requires appropriate measures to protect said data and may only be carried out on the instructions of Rolls-Royce.



Storage duration

The data will only be stored for as long as necessary and to the extent permitted by law. If the personal data is no longer necessary for the lawful purposes for which it was collected, it will be destroyed, unless otherwise required by law or data protection regulations. The retention period will depend on, among other things, your continuous employment with Rolls-Royce and your participation in Rolls-Royce share plans.

Your rights

You have various rights in connection with the collection and processing of personal data. In most cases, for example, you are entitled to request information about the personal data concerned (right of access) and its portability (right to data portability), to access your personal data and to rectify it. You may also request the erasure of your personal data and/or restrict the processing of personal data, although this may affect your participation in Rolls-Royce share plans.

You also have the option to opt out of the above-mentioned data processing, which is based on legitimate interests. For more information on how to opt out of the free share programme, please refer to the detailed information on the share programme.

Questions and contacts

For questions please contact the contact given above or your data protection officer.

Rolls-Royce plc: data.privacy@rolls-royce.com

Rolls-Royce Deutschland Ltd & Co KG: datenschutz@rolls-royce.com

Rolls-Royce Power Systems AG: dataprotection@ps.rolls-royce.com

You have the right to lodge a complaint with the competent supervisory authority.