



Data Protection Policy
Policy on processing external personal data in the
European Served Area

Version 1.0
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NOTE:

1. From time to time this policy may change. To find the current version of this and other HR policies, please go to the MyIR / Policies & Procedures
2. For lay-out reasons, employees in this text are always referred to in the male form

ISSUED & APPROVED BY:
Employee & Labor Relations Department, Ingersoll Rand

0. Purpose

0.1 Description for internal use only

The purpose of this policy is to provide a privacy statement to third parties across Europe regarding the collection and use of personal data by Ingersoll Rand. Ingersoll Rand is concerned about ensuring the security and protection of all third party personal data under its control or care.

The reiteration of the key data protection principles of the European Data Protection Directive 95/46/EC demonstrates Ingersoll Rand's commitment to the key areas of data protection management and that it understands and manages its national and international legal obligations.

This policy is also intended to outline the general types of personal data which Ingersoll Rand collects and the ways in which it uses and processes such data relating to third parties.

0.2. Scope (Description for internal use only)

This policy is intended to be used as an external resource and is intended to provide information about the processing of third party personal data by Ingersoll Rand entities in Europe.

However, in terms of Ingersoll Rand's overall regulatory obligations and commitment to data protection, the points set out in this policy summarise the organisation's overall responsibilities that should be considered with respect to all of its collection and handling of third party personal data. As such, this policy and its principles should be considered as part of all subsequent data protection measures and initiatives by Ingersoll Rand.

1. The IR External Data Protection Policy

The Ingersoll Rand Companies in Europe ('IR' or 'Ingersoll Rand') are committed to protecting the privacy and security of your personal data that is maintained by us. It is our intention to conduct our business in compliance with applicable national and international privacy laws including those national laws implementing the European Directive 95/46/EC on the protection of personal data.

The policy outlined below is intended to help you understand the types of data Ingersoll Rand may collect, how Ingersoll Rand uses and safeguards that data and with whom we may share it.

Personal data covers all information that identifies you or which relates to you as an individual. We collect and process personal data that is necessary to enable us to provide our products and services to customers and end users. Personal data may also be used to improve and market IR services and for other purposes required by law or regulation, or where you have consented with such processing. For example, personal data collected can generally include: individual contact names and job titles for delivery, support and billing, postal address, telephone and fax numbers, and e-mail addresses.

Ingersoll Rand will only process your personal data in accordance with the principles contained in European Directive 95/46/EC namely:

- We will only collect and process personal data in accordance with the law;
- We will limit the collection and use of your information to the extent necessary to provide our products and services to you, which includes advising you about our products, services and other opportunities and to administer our business;
- We will collect only personal data that is adequate and relevant for our purposes;
- We will take reasonable steps to keep customer files complete, up to date and accurate. Contact details are provided at the end of this policy;
- We will take reasonable steps to ensure that the data we hold is not being kept for longer than is necessary for the purposes for which it was collected or subsequently processed;
- We will allow you to remove your details from our marketing lists. At any time, you can contact us to do so; Contact details are provided at the end of this policy;
- We will secure any information you share with us according to standards of security and confidentiality, against unauthorised or unlawful processing of personal data, alteration and accidental or unlawful loss or destruction of personal data. Although we cannot guarantee against any loss, misuse, unauthorised access, unauthorised disclosure, alteration or destruction of data or any unlawful forms of processing, we try to prevent such unfortunate occurrences;
- Whenever we contract with outside parties to provide services involving the processing of personal data, we will seek to provide them only with the data they need to perform their specific function and we contractually require them to protect your personal data in accordance with our policy standards;
- We will not reveal or disclose your personal data to outside parties without informing you in advance through relevant disclosures or contractual terms, obtaining your authorisation, or where otherwise required or permitted by law;
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- Transfer of personal data to other Ingersoll Rand entities (some of whom may be located outside of the EEA) will only be made lawfully and where adequate safeguards have been adopted to safeguard personal data; and
- On occasion we may proportionally disclose personal data to other third parties as required by law, for compliance with legal requirements or to defend a legal claim, in an emergency to protect the vital interests of an individual, in case of business requirements (such as the sale of a business unit) or where the consent of the individual has been obtained.

2. Your access to and control over Personal Data

You have the right to access personal data that Ingersoll Rand holds on you. You may also contact us should you wish to update or amend any of your personal data

For further information please address your request using the contact details of the office in your country of residence below or at on og the listed of local DP Project officers:

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