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Sage Privacy Notice for Potential, Current, and Former Colleagues and Other Workers (the “Privacy Notice”)

USA

Sage

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A - What is this Privacy Notice?

This Privacy Notice applies to individuals who are, seek to be or were previously engaged by Sage as permanent colleagues or contractors, and those engaged on a temporary or interim basis (“you”). As part of the normal operation of its business and in accordance with applicable data protection laws, Sage (“we” and “us”) needs to process your personal data. You will find below everything you need to know about how and why we collect and use your personal data.

If you have any questions or need to access this Notice in an alternative format due to having a disability, please contact us using the information provided in Section “**K - Who should you contact if you need more information?**” below.

B - Who processes your personal data?

The organization processing your personal data is the Sage Group company which manages the relationship with you and decides why and how your personal data is processed, for example, the Sage Group company which is carrying out recruitment, which currently employs you or which used to employ you.

If you are based in the United States, the organization processing your personal data will be one of the following companies:

- Sage Intacct Inc;
- Sage Software Inc;
- Brightpearl, Inc;
- Corecon Technologies Inc;
- Lockstep Network, Inc.

If you are in any doubt as to what organization is processing your personal data, please contact your local People representative using Service Now or the Talent Acquisition team if you are a candidate.

C - How to read this Privacy Notice?

The first part of this Privacy Notice (“**D. What categories of data do we collect and use?**”) is a list of all categories of personal data Sage collects and uses to manage its relationship with you.

The second part of this Privacy Notice (“**E. Why do we process your personal data?**”) details the reasons why these categories of personal data are processed by us (the “Purpose(s)”). Categories of personal data used in connection with each purpose are identified using the number they have been given in the first part of the Privacy Notice (“**D. What categories of data do we collect and use?**”).

Please note that there may be additional applicable laws (e.g. employment laws) which may apply when processing your personal data. This Privacy Notice shall only apply to the extent that it is consistent with those applicable laws in force from time to time.

D - What categories of data do we collect and use?

Where permitted under applicable laws and to the extent necessary, we collect the following information:

(1) General information

First name, last name, preferred name, birth name, previous last name, address, date of birth, marital status, work and home telephone numbers, work and personal mobile numbers, work and personal email addresses, residential address, nationality, citizenship, veteran and military status, preferred language, car registration, and details of any disabilities or work restrictions, additional employment, patents, inventions.

(2) Emergency contacts, next of kin and beneficiary details

Name, address, telephone number, e-mail address and the individual's relationship to you.

(3) Evidence of identity and legal eligibility to work

Photographs, passport and/or driving license details, marriage certificates (where applicable), professional or regulatory certificates, visas for you and your dependents, and relevant education certificates.

(4) Pre-engagement checks

References, interview notes, work visas, records/results of pre-employment checks (including criminal record checks), credit and fraud checks, and any information included on your CV/resume and/or any application forms.

(5) Terms of engagement with us

Records of offer and acceptance of employment or other form of engagement, agreed hours, secondment arrangements or other service contracts, changes to job description or title and reason for changes, reporting line, office location, function, job title, cost center, line manager and hiring manager details.

(6) Compensation details, and financial and government information

Salary or fee information, variable or commission pay, bonus details, bank account details, national insurance number, social security numbers or tax or other government identifiers, retirement account details and pension details.

(7) Benefit and other entitlement details

Length of service, health and safety information, accessibility and disability information, leave of absence records, sickness records, relocation records, records of hours worked, and dependent and beneficiary details (which may include details about your children where relevant), membership to health, wellness, DEI benefits programs.

(8) Access rights and security

Colleague/employee number, computer or facilities access and authentication information, identification codes, passwords, answers to security questions, photographs and messaging service account name, and building access data.

(9) Information relating to your performance and behavior at work

Performance ratings, performance reviews (including LEAD reviews and OKRs), performance improvement or development plans and related documents, corrective action plans (for behavior) colleague recognition awards, Sage Foundation participation information, details of outside business activities and directorship(s) and details of previous roles, emails, online chat messages, customer calls.

(10) Information relating to disciplinarys, grievance and other employment related processes

Interview/meeting notes, recordings, correspondence, written warnings, and any settlement arrangements.

(11) Information relating to your work travel and expenses

Bank account details, passport, driving license, vehicle registration and insurance details.

(12) Cessation and termination details

Letters of resignation and reasons for termination, and any redundancy or settlement arrangements, optional exit interviews.

(13) Information collected using cookies and similar technologies (“Cookies”)

We may collect information about you from the use of Cookies on our websites and intranet sites, e.g., your IP address (a unique address that identifies a device on the Internet or a local network).

Cookies are small pieces of information that are stored on your computer, tablet or mobile phone when you visit a website. We use Cookies to make our, intranet sites, websites and services work better for you. The data collected through Cookies will not allow us to directly identify you.

(14) Diversity, Equity and Inclusion

As part of our commitment to diversity, equity and inclusion, we also seek to collect the following data from you, as permitted by applicable laws, to gather information on the diversity of our workforce and applicants: age, gender, gender identity, race/ethnicity, veteran status, disability and, in respect of applicants, sexual orientation (“Diversity Data”). See “**E. Why do we process your personal data?**” below and **Appendix 1 - Collection of Diversity Data** for more information on collection and use of Diversity Data.

(15) Share Plans

Depending on the requirements of a colleague’s share plan, where an award is being granted or an invitation to participate is being issued, data can include: full name, National Insurance, social security number, date of birth, home address, salary details, tax information, citizenship and residence-related information, Sage People ID, Payroll ID, work email address, bank details, start date, leave date, leave reason and individual share award data.

E - Why do we process your personal data?

We collect, store and use your personal data to fulfil our legal obligations relating to your potential, current and/or past employment. We also use your personal data to administer and manage the relationship we have with you.

Sage is committed to ensuring that your personal data is collected and used only for clearly

defined, explicit and legitimate purposes, as detailed below.

If you are a candidate, the only purposes applying to you are those highlighted in green below.

(1) Management of your hiring, onboarding and offboarding

Purpose	Categories of Personal Data
Manage talent acquisition and hiring	(1), (3), (5)
Manage background checks	(4)
Manage your pre-boarding and onboarding	(1), (2), (3), (4), (5), (6), (7), (11)
Manage your offboarding	(1), (2), (5), (9), (10), (12)

(2) Management of your relationship with Sage

Purpose	Categories of Personal Data
Manage your payroll	(1), (5), (6), (15)
Manage colleague benefits	(1), (2), (5), (6), (7)
Allow you to work in other regions (Global Mobility)	(1), (2), (5), (6), (7), (9)
Manage your performance	(1), (5), (6), (9)
Manage disciplinary and grievance proceedings	(1), (10)
Manage changes in your employment (e.g., work hours changes, flexible working management)	(1), (3), (5), (6)
Manage travel organization	(1), (2), (3), (11)
Provide learning and development tools, monitor training completion	(1), (5)
Manage absences and return to work	(1), (5), (7), (10)
Ensure health, safety, and accessibility for colleagues	(7), (2)
Manage Sage Foundation activities (platform and programs)	(1), (2), (9)
Manage invitations to events	(1)
Prepare and send gifts to Sage workers	(1)

(3) Colleague Engagement, Statistics, and Communication

Purpose	Categories of Personal Data
Carry out surveys	(1), (5)



Communicate with you (internal communication)	(1), (5)
Data science and analytics	(1), (6), (13)
Cookies	(13) Error! Reference source not found.

(4) Monitoring

Purpose	Categories of Personal Data
Protecting our assets (including intellectual property rights), our customers and their assets, and protecting our employees and other workers from unacceptable behavior, fraudulent or other harmful communications or actions.	<ul style="list-style-type: none"> • Visual images, personal appearance (e.g. on videos). • Browsing information and behaviors on company devices. <p>If you are a candidate, this only applies to you to the extent you visit our offices.</p>
Investigating behaviors that are contrary to our policies and applicable laws.	<ul style="list-style-type: none"> • Visual images, personal appearance (e.g. on videos). • Browsing information and behaviors on company devices. • Building security access control data. <p>If you are a candidate, this only applies to you to the extent you visit our offices.</p>
Assess office attendance	<ul style="list-style-type: none"> • Building security access control data used in combination with other relevant information, including manager insights. • Office IP address and network access.

Additional Details

We may monitor your use of our systems and networks (including IT networks and computers, email systems, intranet, internet, and mobile devices) to:

- (i) record evidence of business transactions;
- (ii) prevent, detect, and investigate misuse of our networks and systems and to maintain their effective operation;
- (iii) prevent, detect, and investigate unauthorized or unlawful access to or accidental loss or destruction of, or damage to, our proprietary and confidential materials (including your personal data);
- (iv) monitor standards of training and service;
- (v) prevent, detect, and investigate criminal activity;
- (vi) monitor compliance with our policies on office attendance; and
- (vii) prevent, detect, and investigate colleague actions in breach of our policies and procedures.

We may also use building security access control data and video (e.g. CCTV) monitoring and recording to:

- (i) maintain health and safety standards;
- (ii) safeguard the security of our property and premises;
- (iii) prevent, detect, and investigate criminal activity;

- (iv) monitor employees and other workers when carrying out work duties, and ensure employees comply with our policies on flexible working; and
- (v) prevent, detect, and investigate colleague actions in breach of our policies and procedures.

This information may be about our employees and other workers, customers, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required, this information can be (i) used for disciplinary purposes, and/or (ii) shared with parties making a legitimate enquiry in accordance with applicable law, including the individuals themselves, employees, agents, services providers, police forces, security organizations.

(5) Compliance and Whistleblowing

Purpose	Categories of Personal Data
Whistleblowing	Identification details (name, surname, contact details) of the person raising the concern, but only where the individual has agreed to provide them; Identification details (name, surname and contact details) of any persons involved in the subject matter of the concern, and of the persons receiving and managing the request; Any information contained in the report, provided it qualifies as personal data; and elements collected in relation with the investigation following the notification of concern, provided it qualifies as personal data.

Sage has a **Whistleblowing Policy** to allow colleagues to raise concerns and to protect you when doing so. In the context of the Whistleblowing Policy, your personal data is collected and processed for the purpose of investigating and evaluating the concern that has been reported.

When and how do we share your personal data in the context of the Whistleblowing Policy?

Within Sage, your personal data will only be accessed, depending on who you raise your concern to, in accordance with the Whistleblowing Policy:

- Your line manager,
- The local People function representative,
- Members of the regional Legal team,
- The Chief People Officer,
- The General Counsel and Company Secretary,
- The Chair of the Audit and Risk Committee,
- Any authority which Sage would need to communicate with in relation to the concern.

Please note that Sage has selected a dedicated whistleblowing service, Safecall. If you choose to use Safecall to raise your concern, Safecall will process your personal data in accordance with its privacy policy, available [here](#). Any queries about Safecall’s processing of your personal data should be directed to Safecall using the details provided in their [privacy policy](#).

(6) Diversity, equity and inclusion

Purpose	Categories of Personal Data
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Additional Information

As part of our commitment to diversity, equity and inclusion, we also collect Diversity Data from you to gather information on the diversity of our workforce and job applicants. This Diversity Data is necessary to collect in order to promote a diverse and inclusive workforce.

The purpose of this processing is for diversity monitoring and in order to consider steps that we can take to improve diversity, equity and inclusion. In particular, we assess diversity characteristics in light of employee engagement, retention/attrition, progression, performance, training and talent acquisition, as well as pay gap monitoring.

This will allow us to measure success in eradicating bias and understand how we can improve the experiences of our workforce and job applicants by analyzing the Diversity Data to identify trends in the workforce and monitor changes in diversity, identifying best practice or where interventions may be required.

By openly monitoring our Diversity Data, we are also providing confirmation both internally and externally that it is important to us not to discriminate against colleagues and that we welcome everyone to work as their true self.

Access to Diversity Data is very much restricted to personnel on a need-to-know basis, who will access the Diversity Data for the purpose of exporting it to our engagement tool and reviewing and performing analytics and aggregating it.

Please note that you are not required to provide your Diversity Data. Whilst we encourage full disclosure to help us form a bigger picture of our firm and pinpoint where we can make further improvements, you are free to choose whether you wish to provide all, some or none of your Diversity Data. We provide a 'Prefer not to say' option for each question if you would prefer not to answer.

In addition, if you provide Diversity Data on Sage People, you will be able to log in to Sage People at any time and delete your Diversity Data if you later decide that you do not want us to continue processing it. The Diversity Data will be stored securely in line with this Privacy Notice. If you do disclose the Diversity Data, we will only report on it in an aggregated and anonymized form, not on an identifiable basis. In addition, we propose to retain the Diversity Data for no longer than necessary, in line with this Privacy Notice.

Unless there is an overriding legal obligation which means the Diversity Data should be retained beyond this period, Diversity Data for job applicants is retained for no more than six months following the conclusion of the application process and Diversity Data for colleagues is retained for no more than one year following the termination of employment, unless specific requirements apply in your jurisdiction.

See **Appendix 1 – Collection of Diversity Data** for more information on collection and use of Diversity Data.

F - What are your rights?

Subject to certain conditions and exemptions, you have the following rights:

- the right of access to your personal data and the rectification or erasure of the same;
- the right to object to the processing of your personal data and to request a restriction to processing;
- the right to have any personal data you provided to us using automated mechanisms returned to you in a structured, commonly used and machine-readable format, or sent to another company, where technically feasible (data portability);
- where the processing of your personal data is based on consent, the right to withdraw that consent, subject to contractual or other legal restrictions;
- the right not to be subject to a decision based solely on automated processing, including profiling, which has legal or similarly significant effects for you; and
- the right to lodge a complaint with the relevant supervisory authority.

Note that we will not discriminate against you for exercising your rights under this section. You may exercise these rights by either (i) contacting the People Function or (ii) sending an email describing the right you would like to exercise to the Legal Privacy Office at globalprivacy@sage.com. Do note that we are required to verify your identity. We may verify your identity by phone call or email. Depending on your request, we will ask for information such as your name, title, position, your tenure of employment with us, your employee ID number, or other information related to your employment that will assist us in verifying your identity.

In some circumstances, you may designate an authorized agent to submit requests to exercise certain privacy rights on your behalf. We will require verification that you provided the authorized agent permission to make a request on your behalf. You must provide us with a copy of the signed permission you have given to the authorized agent to submit the request on your behalf and verify your own identity directly with us. Authorized agents submitting a request on behalf of an individual must attach a copy of the following information to the request:

1. A completed Authorized Agent Designation Form indicating that the agent has authorization to act on the employee's behalf.
2. For California requests, proof that the agent is registered with the Secretary of State to conduct business in California.

If we do not receive the information above, the request will be denied.

G - What happens if we transfer your personal data outside your country?

We may use service providers based outside your country to manage our relationship with you and to provide

you with certain benefits. This means that we may transfer your Data to those service providers for the purpose described in this Privacy Notice.

We take steps to ensure that where your Personal Data is transferred outside your country by our service providers and hosting providers, appropriate measures and controls are in place to protect that information in accordance with applicable data protection laws. For example, we may share information with our group companies or affiliates based outside your country for the purposes envisaged by this Privacy Notice. All Sage group companies are subject to Sage group data protection policies agreements designed to protect data in accordance with applicable data protection laws. In each case, such transfers are made in accordance with the requirements of applicable laws and may be based on the use of the European Commission's Standard Model Contractual Clauses for transfers of personal data outside the EEA, or a similar mechanism for transfers from other jurisdictions.

H - When and how do we share your personal data?

Where permissible under applicable law and to the extent necessary, we may share your personal data with:

- any company within the **Sage Group** (as listed in **Appendix 2**), for the purposes set out in this Privacy Notice;
- our service providers and agents (including their sub-contractors);
- external benefit and share plan providers, including but not limited to, our share plan administrators, trustees, registrars, brokers, administrators, regulators and external advisors, Sage's Registrar and, where applicable, to the Trustees for The Sage Group Plc Employee Benefit Trust (including their sub-contractors);
- third parties where you have a relationship with that third party, and you have consented to us sending information to them (e.g. social media sites such as Facebook, Twitter or other third party application providers); medical providers to determine disability leave;
- credit reference and fraud prevention agencies;
- regulators or any other third party where required to meet the Sage Group's legal and regulatory obligations (e.g. tax and social security offices);
- law enforcement agencies in order to detect or prevent crime or prosecute offenders;
- any third party in the context of actual or threatened legal proceedings, provided we can do so lawfully (e.g. in accordance with our legal obligations or in response to a court order);
- Sage Group professional advisors and auditors for the purpose of seeking professional advice or to meet our audit responsibilities;
- another organization if we sell or buy (or negotiate to sell or buy) any business or asset;
- another organization to whom we may transfer our agreement with you (in the event the transaction is not completed, we will require the other party not to use or disclose your data in any manner whatsoever and to delete such data); and
- government departments where reporting and filing documents (such as checking for the right to work in the United States and immigration matters) is mandatory under applicable laws.

I - How long do we retain your personal data?

We retain personal data about you during and after termination of your relationship with us. This data is held and used for as long as permitted for legal, regulatory, fraud prevention and legitimate business interests, in accordance with the current Sage Group Data Classification and Handling Policy. If you want more information on how long we store your personal data, please consult the Legal Privacy Office at globalprivacy@sage.com.

J - How do we keep your personal data secure?

Your personal data may be stored and processed on both internal and external systems, some of which are cloud based. We will keep your personal data secure in line with our policies, including our Information Security Policy and Personal Data Protection Policy, by taking appropriate technical and organizational measures against accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.

In the event that we are required by law to inform you of a breach to your personal information we may notify you electronically, in writing, or by telephone, if permitted to do so by law.

If we have given you (or you have chosen) a password to access certain areas of our websites, applications or services please keep this password safe – we will not and you must not share this password with anyone.

If you believe your account has been compromised, you must contact us immediately at CDO@Sage.com.

K - Who should you contact if you need more information?

If you have any questions about this Privacy Notice and about how we collect and use your personal data, or with whom we share it, please contact your local People representative or the Talent Acquisition Team in the first instance.

Any changes to the way we process colleague personal data will be notified to you:

- (i) by your Sage manager;
- (ii) by a notification on our colleague intranet, Your Sage; or
- (iii) by a written notification to you from the Sage Group company which processes your data.

If you need more information, you can also contact the Chief Data Protection Officer and other members of the Sage Legal Privacy Office at: globalprivacy@sage.com.

L - Information for California Applicants and Colleagues

California law indicates that we should disclose whether the following categories of personal information are collected, transferred for “valuable consideration,” or transferred for an organization’s “business purpose” or “shared” (as those terms are defined under California law). We do not “sell” or “share” your personal information and we do not use your sensitive personal information except as is necessary to (1) provide you with employment, benefits, and related services, and (2) to further our diversity and inclusion initiatives where we have obtained your prior consent for such collections and disclosures. The table below indicates the categories of personal information we collect and transfer in a variety of contexts.

Categories of Personal Information Collected	Categories of Recipients to Whom Information is Disclosed for our Business Purposes
<p>Identifiers, such as real name, alias, postal address, unique personal identifier, online identifier, email address, account name, or other similar identifiers.</p>	<p>Affiliates or subsidiaries Business partners Government entities (as may be needed to comply with law or prevent illegal activity) Internet service providers Operating systems and platforms Service providers</p>
<p>Other identifying information, such as physical characteristics or description, date of birth and signature.</p>	<p>Affiliates or subsidiaries Business partners Government entities (as may be needed to comply with law or prevent illegal activity) Service providers</p>
<p>Financial information, such as banking details, tax information, payroll information, and withholdings.</p>	<p>Affiliates or subsidiaries Business partners Government entities (as may be needed to comply with law or prevent illegal activity) Service providers</p>
<p>Health and safety information, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.</p>	<p>Affiliates or subsidiaries Government entities (as may be needed to comply with law or prevent illegal activity) Service providers</p>
<p>Characteristics of protected classifications under California or federal law, such as age, race, color, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender</p>	<p>Affiliates or subsidiaries Government entities (as may be needed to comply with law or prevent illegal activity) Service providers</p>

<p>identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, veteran or military status to the extent disclosed by the staff member.</p>	
<p>Internet or other electronic network activity information, such as your search history, browsing history, login information, and IP addresses on Sage’s information systems and networks.</p>	<p>Affiliates or subsidiaries Government entities (as may be needed to comply with law or prevent illegal activity) Internet service providers Operating systems and platforms Service providers</p>
<p>Sensory information, such as audio, electronic, visual, or similar information. This may include call monitoring and video surveillance.</p>	<p>Affiliates or subsidiaries Government entities (as may be needed to comply with law or prevent illegal activity) Service providers</p>
<p>Professional or employment-related information, such as work history, academic and professional qualifications, educational records, references, interview notes, job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.</p>	<p>Affiliates or subsidiaries Business partners Government entities (as may be needed to comply with law or prevent illegal activity) Service providers</p>
<p>Inferences drawn from any of the information listed above, such as profile or summary about a staff member's preferences, characteristics, attitudes, intelligence, abilities, and aptitudes.</p>	<p>Affiliates or subsidiaries Business partners Service providers</p>

We also collect a subset of personal information that is deemed “sensitive personal information” under California law. The following describes the categories of sensitive personal information we collect, our purposes for collecting it, and whether we sell or share that information for purposes of cross-context behavioral advertising.

Categories of Sensitive Personal Information Collected	Purposes for which it is collected	Is information sold or shared for purposes of cross-context behavioral advertising?	Length of Time we Intend to Retain Information
Social security, driver’s license, state identification card, or passport number.	<ul style="list-style-type: none"> • Comply with all applicable laws and regulations. • Conduct background checks (where permitted by applicable law) • Eligibility for employment • Business travel 	No	Until no longer needed to comply with our legal obligations.
Account log-in, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account.	<ul style="list-style-type: none"> • Creation, maintenance, and security of your online employee accounts. 	No	Until deletion of the account or until no longer needed to comply with our legal obligations of employment.
Racial or ethnic origin, religious or philosophical beliefs, or union membership.	<ul style="list-style-type: none"> • Comply with all applicable laws and regulations. • Diversity and inclusion efforts. 	No	Until no longer needed to comply with our legal obligations.
Contents of a mail, email, and text messages unless the business is the intended recipient of the communication	<ul style="list-style-type: none"> • Manage and monitor employee access to company facilities, equipment, and systems. • Investigate and enforce compliance with and potential breaches of Company 	No	Until no longer needed to comply with our legal obligations.

	<p>policies and procedures.</p> <ul style="list-style-type: none"> • Exercise or defend the legal rights of the Company and its employees and affiliates, customers, contractors, and agents. 		
Information concerning health	<ul style="list-style-type: none"> • Comply with all applicable laws and regulations. • Employee benefits administration • Workers' compensation claims management • Leave of absence management 	No	Until no longer needed to comply with our legal obligations.
Information concerning sex life or sexual orientation	<ul style="list-style-type: none"> • Diversity and inclusion efforts 	No	Until deletion of Diversity Data or until no longer needed for purposes of our diversity and inclusion efforts.

Appendix 1 - Collection of Diversity Data

The objective of this Appendix 1 is to give you more information on the collection and processing of Diversity Data. It must be read alongside the Section 6 of the paragraph “Why do we process your personal data?”.

1. With respect to the collection and processing of Diversity Data, please note the following for the United States:

a. For the purposes of this Appendix 1, Diversity Data means Data relating to age, gender, gender identity, race/ethnicity, veteran status, disability and sexual orientation (and is processed as outlined below).

b. As part of the general information we collect from Sage colleagues, successful applicants, and applicants (some of which may be requested for mandatory reporting purposes), we may hold Data about you relating to age, gender, race/ethnicity, veteran status and disability, collected and processed for complying with our legal obligations, general operational use and diversity purposes. You can request to amend or delete this Data by contacting the Sage People team.

c. We also collect Diversity Data about job applicants relating to age and, in respect of both Sage colleagues and applicants, sexual orientation and gender identity, on a voluntary basis and in accordance with Sage’s legitimate purpose of identifying the steps Sage wishes to take in order to promote diversity and inclusion in the recruitment process and workplace. Sage obtains consent (which can be withdrawn at any time) from Sage colleagues and applicants, prior to processing this Diversity Data. There is a ‘Prefer not to say’ option in the collection form relating to this Diversity Data, so if you do not feel comfortable disclosing certain information, you can select this option. There are no consequences for refusing to provide this requested Diversity Data or for refusing consent to the processing of this Diversity Data for this purpose.

d. In respect of Sage colleagues, we collate the applicable Diversity Data (referred to in 1(b) above) with the Diversity Data collected from Sage colleagues (referred to in 1(c) above). In respect of applicants, we collate the applicable Diversity Data (referred to in 1(b) above) with the Diversity Data collected from applicants (referred to in 1(c) above). We process this Diversity Data for the purpose of additional diversity monitoring and associated analysis, aggregation, and reporting (on an anonymized and aggregated basis). This processing is undertaken based on Sage’s legitimate purpose (referred to in 1(c) above) and consent (which can be withdrawn at any time).

e. The Diversity Data is stored in Sage People (in the United Kingdom).

f. We may share the Diversity Data with our third-party survey provider (Glint Inc.) for the purposes of collating with the Data they have collected, performing analytics and reporting back to Us on an aggregated and anonymized basis. Adequate contractual protections will be put in place in an agreement between us and any third party in processing your Diversity Data for this purpose.

Appendix 2 - List of Sage affiliates

Country	Name	Address	Data Protection Contact
Australia	Sage Business Solutions Pty Ltd	Sage Level 6 114 William Street Melbourne VIC 3000	Okeletsang Mookeletsi
	Sage Intacct Australia Pty Limited	Sage 374 Scarborough Beach Road Innaloo WA 6018	
	Ocrex Australia Pty Limited		
	Brightpearl Pty Limited		
	HAMY (Australia) Pty Limited		
	Snowdrop Systems Pty Ltd		
Austria	Sage GmbH	Stella-Klein-Löw-Weg 15, AT1020, Wien	Achim Hubert
Belgium	Sage S.A.	Sage Belgium Esplanade 1 1020 Brussels Belgium Sage Rue de Mulhouse 36 4020 Liège Belgium	Laurence Verité
Botswana	Sage Software Botswana (Pty) Ltd	Plot 127 Kgale Court Unit 13 Gaborone International Finance Park, Kgale View	Okeletsang Mookeletsi
Canada	Sage Software Canada Ltd	Sage Software Canada Ltd 13888 Wireless Way Richmond Suite 305 BC V6V 0A3 Canada 120 Bremner Blvd Suite 1500 Toronto Ontario M5J 0A1 Canada	Celeste Helms

France	Sage SAS	10 Place de Belgique, 92250 La Garenne Colombes, Paris, France	Laurence Verité
	Inventory Planner SAS	10 Place de Belgique, 92250 La Garenne Colombes, Paris, France	
Germany	Sage GmbH	St. Martin Tower, Franklinstraße 61-63, 60486 Frankfurt am Main) Sage GmbH Karl-Heine-Straße 109 04229 Leipzig Germany Sage GmbH Hennes Weisweiler Allee 16 41179 Mönchengladbach Germany	Achim Hubert
	Sage Services GmbH	Karl-Heine-Str. 109-111, 04229 Leipzig, Germany	
	BEST SOFTWARE (Germany) GmbH	St. Martin Tower, Franklinstraße 61-63, 60486 Frankfurt am Main)	
	eWare GmbH	Untere Weidenstr. 5, c/o RAè Becker & Koll, 81543 München, Germany	
	Sage Bäurer GmbH	Josefstraße 10, 78166 Donaueschingen	
	Sage CRM Solutions GmbH	St. Martin Tower, Franklinstraße 61-63, 60486 Frankfurt am Main)	
	Sage Management & Services GmbH	St. Martin Tower, Franklinstraße 61-63, 60486 Frankfurt am Main)	
	India	Sage Business Technology (India) Private Limited	
	Corecon Technologies India Private Limited	B-M.C.F-97/B, Arya Nagar Mohna Road, Ballabgarh Faridabad Faridabad HR 121004 IN	
	Intacct Software Private Limited	Intacct Software Pvt Ltd 501-502, Fifth Floor, Tower C, The	

		Millenia, 1&2, Murphy Road, Bangalore 560 008, India	
	Lockstep Network India Pvt Ltd.	1st and 2nd Flr Sky Loft Creaticity Mall Opp Golf Course, Shastrinagar Yerwada PUNE Pune MH 411006 IN	
	Ocrex Enterprises Private Limited	Ocrex Enterprises Private Limited Quark City A 45 Industrial Focal Point Phase VIII B Mohali India	
	VV Finly Technology Pvt. Ltd.	#S-204, Wilson Court Apts, 6th Cross, 2nd Main, Wilson Garden, Bangalore Bangalore KA 560027 IN	
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Latvia	CakeHR SIA	A CakeHR Maskavas 10 Riga LV1011 Latvia	Stephen Hunt
Malaysia	Sage Malaysia Business Solutions Sdn. Bhd.	Suite B13A-4, Tower B Level 13A, Northpoint Offices, Mid Valley City No. 1 Medan Syed Putra Utara, 59200 Kuala Lumpur, Malaysia	Stephen Hunt
Morocco	Sage Software SARL	Tour Crystal1, Niveau 9 - Bd Sidi Mohammed Ben Abdellah - Marina Casablanca, Casablanca 20030	Laurence Verité

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Nigeria	Sage Software Nigeria Limited	1st Floor Plot 6, Southgate House, Udi Street, Osborne Foreshore Estate, Ikoyi, Lagos Estate	Okeletsang Mookeletsi
Poland	Sage Software Poland sp. z o.o.	Ul. Towarowa 28 Warsaw; Mazowieckie; Postal Code: 00-839	Stephen Hunt
Portugal	Sage Portugal – Software, S.A.	Ul. Towarowa 28 Warszawa, mazowieckie, 00-839 Poland	Iván Piñeiro Iglesias
Romania	Intacct Development Romania SRL	21 Decembrie 1989 Blvd, no 77, The Office Building, C Section, 1st Floor, 400604 ClujNapoca	Stephen Hunt
Singapore	Sage Singapore Pte Ltd.	8 Commonwealth Lane, 04-01 Singapore 149555	Okeletsang Mookeletsi
South Africa	Sage South Africa (Pty) Ltd Sage Alchemex (Pty) Ltd	Sage Floors 4, 5, 6 Gateway West 22 Magwa Street Waterfall 5-Ir Midrand 2006 South Africa 23A FLANDERS DR UMHLANGA ROCKS, KwaZulu-Natal, 4321 South Africa	Okeletsang Mookeletsi
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UAE	Sage Software Middle East FZ-LLC	118 - 120, 1st Floor, Building 11, Dubai Internet City, Dubai	Okeletsang Mookeletsi
United Kingdom	Sage (UK) Ltd Sage Global Services Limited The Sage Group plc. Futrli Ltd HR Bakery Ltd Ocrex UK Ltd Protx Group Limited	C23 - 5 & 6 Cobalt Park Way Cobalt Park, Newcastle Upon Tyne, United Kingdom, NE28 9EJ	Stephen Hunt

	Sage Overseas Limited		
	Sage People Limited		
	Sage Treasury Company Limited		
	Sage US LLP		
	Sage USD Hedgeco 1		
	Sage USD Hedgeco 2		
	Sage Whitley Limited		
	Snowdrop Systems Limited		
	Spherics Technology Ltd		
	Brightpearl Limited	Prologue Works, Marsh Street, Bristol, England, BS1 4AX	
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	Sage Intacct, Inc.	300 Park Ave Ste 1400, San Jose, California, 95110, United States	
	Sage Global Services US, Inc	56 Technology Dr, Irvine, California, 92618, United States	
	Brightpearl, Inc.	98 San Jacinto Blvd. Austin 78701 TX USA	
	Corecon Technologies, Inc	17442 Suffolk Ln Huntington Beach, CA, 92649-6433 United States	
	Lockstep Network, Inc	113 Cherry St, Seattle, Washington, 98104, United States	
	Ocrex, Inc.	15 John Poulter Rd Lexington, MA, 02421-5519 United States	
	Sage Budgeta, Inc.	2672 Bayshore Pkwy, Mountain View, California, 94043 US	
	Sage People Inc	271 17th Street Northwest Suite 1100	

	Sage Software International, Inc.	Atlanta, GA 30363 USA	
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	Sage Tempus, Inc.		
	Softline Software USA, LLC		
	Softline Software, Inc.		
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