

Quantum's EU Privacy Policy

INTRODUCTION

Quantum is committed to respecting and protecting the privacy and the personal data of employees, workers and our business partners. Quantum Corporation, 1650 Technology Drive, Suite 800, San Jose, California, 95110-1382, USA, is certified under the U.S.-EU Safe Harbor program and the Quantum family of affiliates and subsidiaries strives to comply with all applicable laws around the globe designed to protect your privacy.

This document, Quantum's EU Privacy Policy ("Policy") sets out requirements and guidelines with respect to the processing of personal data about individuals ("data subjects") and applies to the Quantum affiliates located in the European Union (EU) and Switzerland and their employees. The Policy is designed to bring together the rights and obligations as set out in the EU Directive 95/46/EC (the "Directive") and the Swiss Federal Data Protection Act ("FADP"). Compliance with the Directive is consistent with compliance with the FADP. Personal data shall mean any information relating to an identified or identifiable natural person.

This Policy should be used in conjunction with and does not replace or invalidate Quantum's Privacy Management Program, Online Privacy Policy, Written Information Security Program, Computing & Security Usage Policy, and The High Road – Quantum's Code of Business Conduct and Ethics.

This Policy is designed to provide a uniform minimum standard with respect to data protection law compliance. It shall be applied without prejudice to the applicable local laws which may impose stricter obligations and requirements than those described in this Policy. Where the applicable local law provides a lower level of protection than that established by this Policy, then the requirements of this Policy shall apply.

THE DIRECTIVE

Quantum complies with the principles stated in the Directive. In particular, Personal Data will be:

- processed fairly and lawfully;
- collected for specified, explicit and legitimate purposes and not further processed in a way incompatible with those purposes;
- adequate, relevant and not excessive for the purposes for which it is to be collected and/or further processed;
- accurate, complete and up to date;
- kept for no longer than is necessary for the purposes for which the data was collected or for which it is lawfully further processed;
- processed on the basis of one of the criteria for making data processing legitimate;
- processed in accordance with the information obligations vis-à-vis data subjects (except in cases specifically excluded under the Directive);
- processed in accordance with the rights of data subjects;
- kept confidential and protected by appropriate technical and organisational security safeguards against such risks as loss or unauthorised access, destruction, use, modification or disclosure of data;
- protected from unauthorised cross border transmission to third countries outside the EU; and
- processed, subject to compliance with registration requirements vis-à-vis the national data protection authorities.

PERSONAL DATA

This policy applies to all personal data entrusted to or obtained by Quantum (and for which Quantum acts as a controller) relating to:

- Individuals that are employed, temporarily engaged or assigned to work within Quantum, job applicants as well as retirees or former employees (“Personnel Data”).
- Individuals that have a business relationship with Quantum as customers, partners, and prospects (“Customer Data”).
- The term “Personal Data” will refer to Personnel Data and Customer Data, collectively.

Personnel Data is collected as and when required from your CV or employment application and through your continuing employment with Quantum. Such data includes but is not limited to:

- Name, address, phone number and contact details
- National insurance identification number
- Third-party employment references
- Employment reports or assessments, including performance reviews
- Disciplinary details, including informal or formal warnings and investigations
- Grievance procedures and outcomes
- Salary reviews, benefits records and expenses claims
- Financial account details

In addition, Quantum may collect and process personal data that is sensitive data:

- Occupational health and safety records
- Sickness absence records and leave records
- Data to comply with religious accommodation requests
- Data to comply with the Disability Discrimination regulations
- Data concerning Employee investigations.

Customer Data is collected during the course of the business relationship or in anticipation of prospective business. Such information includes but is not limited to:

- Name, address, phone number and contact details
- Credit card or payment detail information
- Financial account details

PURPOSES OF PROCESSING PERSONAL DATA

The purposes for processing Personnel Data by Quantum are:

- recruitment, promotion, training, redeployment and/or career development;
- HR management;
- absence and leave administration;
- handling religious accommodation requests;
- the calculation of payroll data and the transfer of such data for use by Finance staff and independent auditors (including but not limited to details of bank/building society wage transfers and the payment of authorised expenses);
- the determination and calculation of certain benefits, including life assurance and pension;
- compliance with statutory requests from the tax authorities and other relevant public authorities/ agencies;
- disciplinary purposes arising from an employee's conduct or capability to perform their job requirements;
- provision of references/reports to financial institutions, qualified legal representatives, appropriate bodies in connection with the holding of statutory or public office, facilitate entry onto educational courses, permit participation on reserve military/civil protection services, assist qualified medical practitioners and potential future employers;
- conducting auditing, accounting, financial, and economic analyses;
- facilitating business communications, negotiations, transactions, conferences,
- compliance with contractual and legal obligations;
- maintaining business records relating to past and present employees; and
- conducting Employee investigations.

The purposes for processing Customer Data by Quantum are:

- conducting auditing, accounting, financial, and economic analyses;
- facilitating business communications, negotiations, transactions, conferences;
- compliance with contractual and legal obligations;
- maintaining business records relating to past, present, and potential customers, suppliers, contractors, joint venture partners, other business associates;
- processing/managing orders;
- collecting and storing customer information; and
- processing payments made via credit card.

Quantum shall only process Personal Data for other than the afore-mentioned purposes if such purposes are compatible with the purposes for which the Personal Data have been collected. If Quantum intends to process Personal Data for purposes that go beyond the purposes described above and are incompatible with the purposes for which it has been collected, the affected data subject will be informed and given the opportunity to opt-out of that processing.

RECIPIENTS OF PERSONAL DATA

Quantum may give access to Personal Data to third parties acting as its agent, which have been hired to perform certain employment- or customer-related services on its behalf (e.g., consultants, tax advisors and preparers, accountants, auditors, lawyers, financial services and benefit vendors). These agents may only process Personal Data in accordance with Quantum's instructions and must undertake, by contract, to put in place appropriate security measures.

Quantum Corporation in the US receives Personnel Data (name, age, gender, address, benefit data, compensation (payroll, equity, incentive pay, performance, etc.) and other data as reasonably necessary to perform duties related to the employment relationship) from Quantum's affiliated companies in the EU and Switzerland. The Personnel Data is used for employment purposes, compensation and benefits, managing HR data and processes and the administration of personnel services.

Quantum may also transmit/disclose Personal Data to other third parties as a matter of law.

SECURING PERSONAL DATA

Personal Data will not be disclosed to persons that do not require access to the data in order to carry out their own roles within Quantum. Access to Personal Data will be limited to a select group of authorised users for whom access is necessary to properly process the Personal Data consistent with the stated purposes and their roles.

All employees which have access to Personal Data must keep the Personal Data confidential and may only process it in accordance with this Policy and the applicable local laws.

Quantum will only transmit/disclose Personal Data to a third party acting as its agent if the third party provides sufficient guarantees that it shall only act on instructions from Quantum and provides sufficient guarantees in respect of security measures.

Quantum takes appropriate security measures to protect Personal Data against accidental loss, misuse, or accidental, unauthorized or unlawful access, disclosure, alteration or destruction. Personal Data is maintained in secure electronic and manual files at Quantum.

Sensitive Personal Data are subject to heightened security.

YOUR RIGHTS

You have a right to ask for a copy of the Personal Data Quantum, or any third party on Quantum's behalf, holds about you and to have any inaccuracies in your Personal Data corrected. Where the local law allows, we may charge a reasonable fee for such requests.

Persons who wish to gain access to their Personal Data should complete a **Subject Access Request Form** (attached below).

Quantum wants to make sure that your Personal Data is accurate and up to date. If you have any queries concerning your Personal Data, including requests for correction, removing information you think is inaccurate, no longer legal or appropriate or complaints, please contact your local HR Business Partner or Quantum's International Privacy Officer in writing.

You may also object to the processing of your Personal Data on compelling legitimate grounds relating to your particular situation.

Subject to the applicable local laws, Quantum may deny a request, if it is unspecified, unreasonable or an abuse of right or where the processing is required by law or where the rights of others would be violated. In case the request is denied, Quantum shall inform the data subject about the reasons for the denial.

RETENTION OF PERSONAL DATA

Quantum keeps Personal Data only as long as is necessary for the purposes for which the personal data were collected or for which they are further processed. Quantum sets retention periods, reflecting the requirements by law, which may vary from country to country. After the retention period has expired, Quantum shall ensure that the Personal Data are either deleted, anonymised or transferred to an archive, where they may be used for historical or statistical purposes, dispute resolution, investigations or general archiving purposes only.

COMPLIANCE

Failure to comply with this Policy and the applicable laws may expose Quantum to government prohibitions on Personal Data related transactions, to fines and penalties, to claims for damages, and to significant media attention resulting in loss of reputation and business opportunities. In addition to possible disciplinary action, individuals who fail to follow the Policy and the applicable may also be held legally responsible for mishandling Personal Data.

FURTHER INFORMATION

Our Policy may be subject to additional requirements in compliance with local legislation in certain countries. Sources of information are referenced below.

This policy is subject to change. The changes will be posted on Quantum's intranet and external website, so please be sure to check the site regularly.

CONTACT INFORMATION

Tara LaBree, International Privacy Officer
Quantum Corporation
10125 Federal Drive
Colorado Springs, CO 80908
Phone: +1 (719) 536-6397
Fax: +1 (719) 536-6307
E-mail address: internationalprivacyofficer@quantum.com

DATA PROTECTION AUTHORITY CONTACT INFORMATION**Belgium:**

Commission for the Protection of Privacy
139, rue Haute
1000 Brussels
Phone: +32 (0)2 213 85 40
Fax: +32 (0)2 213 85 65
E-mail address: commission@privacycommission.be
Website: <http://www.privacycommission.be/en/>

France:

Commission Nationale de l'Informatique et des Libertés
8, rue Vivienne
CS 30223
75083 Paris cedex 02
Phone: 01 53 73 22 22
Fax: 01 53 73 22 00
Website: <http://www.cnil.fr/>

Germany:

Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit
Husarenstraße 30
D-53117 Bonn
Phone: +49 22899-7799-0
Fax: +49 22899-7799-550
E-mail address: poststelle@bfdi.bund.de
Website: <http://www.bfdi.bund.de>

Italy:

Il Garante per la protezione dei dati personali ha un'unica sede in Roma
Piazza di Monte Citorio n. 121 00186 ROMA
Phone: (+39) 06.69677.1
Fax: (+39) 06.69677.785
E-mail address: garante@garanteprivacy.it
Website: <http://www.garanteprivacy.it/garante/navig/jsp/index.jsp>

Netherlands:

Dutch Data Protection Authority
Postbus 93374
2509 AJ DEN HAAG
Phone: 070 – 888 85 00
Fax: 070 – 888 85 01
E-mail address: info@cbpweb.nl
Website: <http://www.dutchdpa.nl/index.stm>

Spain:

Agencia Española de Protección de datos
C/ Jorge Juan, 6
28001-Madrid
Phone: 901 100 099
E-mail address: ciudadano@agpd.es
Website: <https://www.agpd.es/portalweb/index-ides-idphp.php>

Switzerland:

Office of the Federal Data Protection and Information Commissioner FDPIC
Feldeggweg 1
CH - 3003 Berne
Phone: +41 (0)31 322 43 95 (mon.-fri., 10-12 am)
Fax: +41 (0)31 325 99 96
Website: <http://www.edoeb.admin.ch/>

UK:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Phone: 08456 30 60 60 or 01625 54 57 45
Fax: 01625 524510
Website: <http://www.ico.gov.uk/>

US – Department of Commerce Safe Harbor Certification

U.S.-EU Safe Harbor program

PRIVACY MANAGEMENT PROGRAMME

Subject Access Request

“Subject access” is the right of an individual to access personal data relating to him or her which are held by Quantum.

Return this form to the International Privacy Officer using the address below.

DATA SUBJECT DETAILS	
*Name	_____
*Postal/email address	_____
Phone/Fax number	_____
ROLE/STATUS AT THE COMPANY	
Please list the units in the Company you have worked	_____
Job/course title	_____
Dates employed/studied	_____
* This information is essential so we can process your request	
THE PERSONAL DATA YOU REQUIRE	
Please specify the personal data you would like access to (identifying any specific or types of documents) and, if possible, where you believe the personal data to be held (e.g. Remuneration, Benefits, Personnel, etc.).	
<i>(continue on additional sheets, if necessary)</i>	
If possible, please specify whether the personal data are held by a person or unit in the Company? If 'yes', who or which?	
Please specify the period covered by your request.	
Signature _____	Date _____
Please provide evidence of your identity, e.g. a driving licence or passport.	

PRIVACY MANAGEMENT PROGRAMME

Complaint Form

Employees wishing to make a complaint alleging misuse or mistreatment of Personnel Data should send this completed and signed form to:

Tara LaBree, International Privacy Officer
Quantum Corporation
10125 Federal Drive
Colorado Springs, CO 80908
Phone: +1 (719) 536-6397
Fax: +1 (719) 536-6307
E-mail address: internationalprivacyofficer@quantum.com

FULL NAME:		EMPLOYEE ID:	
ADDRESS:		DEPARTMENT:	
PHONE:		SUPERVISOR'S NAME:	
FAX:		EVENT DATE:	
E-MAIL:			
Basis for Complaint (please provide full details):			

Signature

Submission Date

PRIVACY MANAGEMENT PROGRAMME

Request to Correct Personal Data

I _____ *[insert full name and employee ID number, if available]*,
wish to request the following correction to my Personal Data:

Specific Statement of Correction Request

Specific Reason for Correction Request

Signed: _____

Dated: _____

Upon completion, please forward this form to:

Tara LaBree, International Privacy Officer
Quantum Corporation
10125 Federal Drive
Colorado Springs, CO 80908
Phone: +1 (719) 536-6397
Fax: +1 (719) 536-6307
E-mail address: internationalprivacyofficer@quantum.com