



# PROTECTING YOUR PERSONAL DATA GLOBALLY

How ADP's Adoption of Binding Corporate Rules  
Helps Your Company Comply with the European  
General Data Protection Regulation (GDPR)



Always Designing  
for People®

## Who Must Comply with the GDPR?

1. Companies located within the EU and companies located outside of the EU that offer goods or services to (or monitor the behavior of) EU residents
2. All companies that process or hold the personal data of EU residents, regardless of the company's location

## Why do companies like yours trust ADP with their most sensitive personal information?

Because protecting your privacy and security is one of our founding principles. The implementation of the General Data Protection Regulation (GDPR) in Europe has increased everyone's awareness around data privacy and data protection. By unifying the approach to data protection across the European Union, the regulation has set a precedent followed by other countries. ADP is committed to keeping the personal information we process on your behalf secure, while staying on top of the GDPR and other legislative developments to meet the mounting compliance challenges of privacy and data protection. As a company, which must comply with privacy legislation covering the personal data we hold for our employees, and as a service provider to other companies whose data we hold, we prioritize individuals' privacy and protection across our products and services. This is why thousands of multinational enterprises and millions of employees and workers worldwide entrust ADP with their most sensitive personal information.

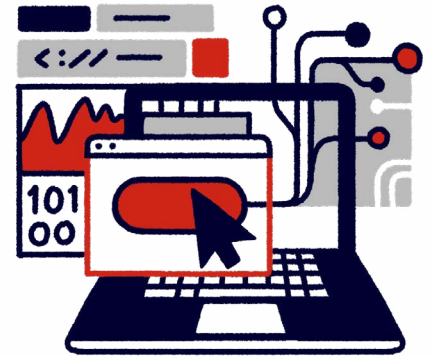


# The General Data Protection Regulation

## Privacy Protection Reform for the Globalized Online Age

The GDPR creates a single data protection framework across the European Union; replacing local EU privacy laws and reducing the differences across EU Member States that existed under the previous regime. Simultaneously, the new regulation boosts the power of Data Protection Authorities and thrusts individuals' privacy rights to the top of the corporate agenda.

Introducing tougher requirements compared to most previous European laws, the GDPR has a major impact on organizations' data protection practices across the globe. Enshrined within its articles is the principle of accountability, which means your company must assess, demonstrate and document compliance with the GDPR on an ongoing basis. 'Data Protection by Design and by Default' is another core tenet. This tighter privacy environment is matched by much steeper penalties for data breaches (fines of up to €20 million or 4% of global annual turnover; whichever is higher).



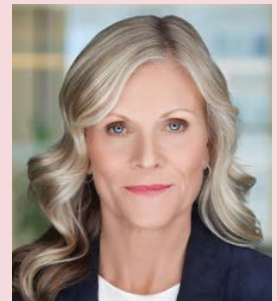
## How Will Your Company Transfer Personal Data Abroad?

If your company transfers personal data out of the European Union, you must choose a lawful mechanism for compliance under the GDPR.

The GDPR explicitly recognizes Binding Corporate Rules (BCRs) as an appropriate safeguard for transfers of personal data out of the EU. The region's Data Protection Authorities also recognize BCRs as the best path to compliance with the GDPR's accountability obligations.

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*Protecting the personal data of our Clients and their employees is of the utmost importance to ADP. Our Clients entrust us with their most sensitive data, and we honor that trust through our global privacy program, designed to assist our Clients in meeting their privacy obligations wherever they do business. Our Binding Corporate Rules, approved by the European data protection authorities, constitute the bedrock of our privacy program, and we build on them to meet the ever-increasing number of privacy laws in the U.S. and around the globe. As privacy requirements continue to evolve, our Clients can rely on ADP to support them every step of the way.*



**Maria Black,**  
President and Chief Executive Officer, ADP

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# Binding Corporate Rules – an Internationally Recognized Standard for Protecting Personal Data

- BCRs are policies developed internally among a group of companies that share a common parent
- They provide a consistent set of rules on transferring the personal data of clients, employees and other individuals internationally, regardless of where such data is processed
- BCRs become legally binding once the Data Protection Authorities approve them (the DPAs are the regulators based in each of the EU's Member States, and in the UK)
- BCRs are recognized as a lawful mechanism to safeguard the transfer of personal data out of the European Union (EU)
- Europe's Data Protection Authorities regard BCRs as the best option for protecting individuals' privacy rights in accordance with the GDPR requirements
- Our BCRs contain supplementary measures to protect personal data in case of request for disclosure from a law enforcement authority or state security body of a non-EEA country. ADP has also implemented technical measures related to the authorized storage of personal data outside of the EEA

## ADP Achieves the Highest Standards of Global Data Protection

As of March 2018, ADP ranks among an elite group of companies worldwide to have gained regulators' approval to implement BCRs as both a data processor (covering the processing of clients' data) and data controller (covering the data of our employees and other business associates).

## Why We Believe that ADP's Adoption of Binding Corporate Rules is Best for You



- The EU Data Protection Authorities have approved our BCR codes, and ADP will continue to comply with our BCRs under the ongoing supervision of our Lead Supervisory Authority (the Dutch Data Protection Authority) and the UK Information Commissioner's Office for the UK BCR Codes, once approved
- As a BCR-approved data processor, ADP will assist you to meet the highest standards expected in Europe and you will avoid the cost and paperwork associated with supporting data transfers through multiple model contract clauses
- Through ADP's BCRs, you gain a solution for transferring information about European data subjects that meets your multinational business needs, with the added clarity and consistency that come from adopting a single global standard
- Our BCRs are embedded within ADP's comprehensive Privacy Program - global compliance policies and procedures - providing your company's data subjects with an extra level of governance

# The Pulse of Data Privacy Principles Across ADP

The touchstone of any effective data privacy program is its ability to evolve and adapt to everchanging global data protection legislation. At ADP, we believe that a solid governance structure with clearly assigned accountability must sit at the heart of enterprise-wide data privacy initiatives.

To ensure compliance with privacy laws, including the GDPR and our Binding Corporate Rules, the Global Data Privacy Team spearheads privacy efforts across our organization. We have established a Privacy Leadership Council comprised of cross-disciplinary professionals including representatives of our business units.

These leaders play a vital role in promoting the importance of our privacy messaging across ADP, while designated business leaders, known as Privacy Stewards, take on management responsibilities for the controlled processing of your personal data within each ADP business unit and function. We've found that this approach succeeds in generating a collective energy around data privacy compliance – becoming something much more than a pure privacy or compliance project, and involving all ADP departments in our data protection action plans.



## ADP's Privacy Policy Applies to all Affiliates and Employees Worldwide

Protecting your personal data in line with our Privacy Program and Binding Corporate Rules



Processing personal data in compliance with client contracts and instructions



Governing the personal data we collect for our own purposes, as well as information that ADP processes on behalf of clients



# Your Privacy is our Priority

ADP's decision to adopt Binding Corporate Rules reflects our commitment to the highest standard of safeguards for your employees' personal information. Our Privacy Program revolves around the GDPR's principles and our BCRs.



# FAQs around Binding Corporate Rules (BCRs)

## How does ADP address the transfer of my company's personal data outside of the European Economic Area, Switzerland, and the United Kingdom?

The ADP Binding Corporate Rules – Processor Code, published on our websites, is a valid transfer mechanism of client personal data between the European Economic Area or Switzerland, and any other country including the U.S.A. ADP also has a similar set of Binding Corporate Rules covering the transfer of personal data from the United Kingdom. ADP's Binding Corporate Rules (two Controller Codes and one Processor Code) were approved on February 27, 2018, by all data protection authorities in Europe. Because ADP's Processor BCR is authorized, it qualifies as an appropriate safeguard under GDPR and thus can be relied on as a transfer mechanism. Our BCRs contain supplementary measures to protect personal data in case of request for disclosure from a law enforcement authority or state security body of a non-EEA country. ADP has also implemented technical measures related to the authorized storage of personal data outside of the EEA.

## Why has ADP chosen BCRs as the preferred route to GDPR data transfer compliance?

Previously, our data transfers were based on EU Commission's model contracts, which was a cumbersome solution that added complexity to the contracting process with our clients. A natural extension of existing corporate compliance policies and procedures, BCRs simplify



the data transfer process, as our clients are no longer required to sign model contracts for every data transfer. BCRs are the most robust mechanism for intragroup data transfers because beyond the policy itself, they're reinforced by a compliance program including associates' training and audit. They also give you the added reassurance of knowing that regulators (the EU Data Protection Authorities) have reviewed a company's privacy compliance program.

## If my service provider, such as ADP, already has EU accreditation for their BCRs, does my company need to secure this approval as a data controller too?

As long as your company uses providers who can meet the GDPR's data processor obligations concerning data transfer to third countries, you as the data controller don't need to adopt BCRs as well.

**Contact ADP's Global  
Data Privacy and  
Governance Team**

If you'd like to find out more about ADP's approach to GDPR and Binding Corporate Rules, you can reach our team at [privacy@adp.com](mailto:privacy@adp.com). To learn more about Privacy at ADP, visit [adp.com/about-adp/data-privacy.aspx](https://adp.com/about-adp/data-privacy.aspx)



Many thousands of multinational enterprises and employees worldwide trust ADP with their most sensitive personal information every single day. As a BCR-approved data processor, ADP has been recognized by European regulators as a trusted and accountable custodian of your data within this new era of European data protection governance.