

Job Applicant Privacy Notice

What personal data do we collect?

When you apply for a job at Fund Recs, we may ask you to provide us with personal information about yourself so we can evaluate your application. All information is provided on a voluntarily basis and you determine the extent of information that you provide to Fund Recs.

The following categories of information may be collected:

- Name, identity and contact details: such as your name, address, email address, telephone, other contact information and personal preferences
- Employment details: such as details of your employment background, including position, work experience, employment references, salary and other compensation requests
- Background information: such as your educational background including degrees, certificates, work permit/ visa status, criminal background screenings (where relevant to your application and permitted under applicable law), and other information contained in your CV
- Any other information in your application that you choose to share with us, such as hobbies etc.

Sensitive Personal Information

Fund Recs does not request or require sensitive personal information regarding religion, health, sexual orientation or political affiliation in connection with your application. If you have a disability and would like for us to consider an accommodation, you may provide that information during the recruitment process.

Information from other third parties

From time to time, we may obtain information about you from public sources or third parties. For example, we may conduct pre-employment screenings through a third-party service provider and verify information that you have in your application that relates to your past education, employment, and/or criminal history, as allowed by applicable law. You may also choose to provide us with access to certain personal information stored by third parties such as job-related social media sites (for example, LinkedIn). By authorizing Fund Recs to have access to this information, you agree that Fund Recs may collect, store and use this information in accordance with this Privacy Notice.

How Fund Recs uses your personal data:

Fund Recs may use your personal information for the following purposes:

1. Recruitment, selection, evaluation and appointment of job candidates (temporary or permanent) for the job you have applied for and for subsequent job opportunities.
2. General HR administration and management (in case you become a Fund Recs employee).
3. Carrying out satisfaction surveys (for example, to manage and improve the recruitment process).
4. Application analysis such as verification of your employment reference(s) that you have provided, pre employment screening checks
5. Compliance with legal requirements
6. Communication with you and to inform you of current status of your application.

Who has access to your data:

We take care to share your personal information only with those who really need it in order to perform their tasks and duties, and to third parties with a legitimate business need.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the People Operations team, interviewers involved in the recruitment process, and managers/ leaders in the business area with a vacancy.

Fund Recs may also disclose your personal information to third parties including:

- As necessary to comply with our legal obligations, including in order to respond to a lawful government request, court order, administrative or judicial process (such as a subpoena or search warrant)
- Service providers e.g. to conduct pre-employment screening following the issuance of an offer of employment to you
- As necessary to establish, exercise or defend our legal rights
- As necessary to protect your vital interests (for example, we may need to share your personal information with third parties in the event of an emergency)
- Where we have otherwise obtained your consent

Why we use your information (legal basis)

We fully respect your right to privacy and will only collect or process your personal data for one or more of the following purposes. The personal data you provide will only be held and processed for the purpose of the selection process and in connection with any subsequent employment.

Our legal basis for our collecting and processing of your personal information is as follows:

1. Fund Recs's legitimate interests; the recruitment, selection, evaluation and appointment of new employees and the management and administration of the recruitment and HR process, to the extent these activities do not prejudice or harm your rights and freedoms.
2. Compliance with Fund Recs's legal obligations where employment law or other laws require the processing of your personal information (for example to the extent the law requires the monitoring equality of opportunity and diversity).
3. Other legal grounds where applicable such as in your vital interests (for example, health and safety reasons if you attend an interview at our site).

How long we keep your personal information:

We will keep your personal information for as long as necessary in connection with the purposes described in this Privacy Notice. As a general rule, we keep your information for a specified period after the date on which your interaction with us has completed. Unsuccessful applicant data will be held within the recruitment system for a period of 12 months before being deleted.

Security and confidentiality:

We maintain (and require our service providers) to maintain appropriate organizational and technical measures designed to protect the security and confidentiality of any personal information we process.

Your responsibilities:

You are responsible for the information you provide to Fund Recs and that it is honest, truthful, accurate and not misleading in any way. If you provide information concerning any other person such as individuals you provide as references, you are responsible for providing any notices and ensuring your referee consents to Funds Recs collecting and processing that information as described in this Privacy Notice.

Your rights:

If you would like to request access to access, correct, update, suppress, restrict, or delete Personal Data, object to or opt out of the processing of Personal Data submitted as part of the job applicant process, please contact our Chief People Officer:

Emma Bradley

E:mail: emma@fundrecs.com