

## Candidate Privacy Notice

### 1. About this document

Each company within the Com Laude Group (the “Group”) is a “controller” in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained. It provides you with certain information that must be provided under the UK General Data Protection Regulation and EU General Data Protection Regulation (collectively the “GDPR”).

### 2. Data protection principles

2.1 We will comply with the data protection law and principles, which means that your data will be:

- a) Used lawfully, fairly and in a transparent way.
- b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c) Relevant to the purposes we have told you about and limited only to those purposes.
- d) Accurate and up to date.
- e) Kept only as long as necessary for the purposes we have told you about.
- f) Kept securely.

2.2 “Personal data”, or “personal information”, means recorded information we hold about you from which you can be identified. It may include contact details, other personal information, expressions of opinion about you or indications as to our intentions about you. It does not include data where your identity has been removed (anonymous data). “Processing” means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

### 3. What Type of Information we Hold on you

3.1 In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- a) The information you have provided to us in your curriculum vitae and (if applicable) covering letter.

- b) The information you have provided on any application, including name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications.
- c) Any information you provide to us during an interview/application process.

3.2 We may also collect, store and use the following more sensitive types of personal information:

- a) Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- b) Information about your health, including any medical condition, health and sickness records.

#### **4. How is your Personal Data Collected?**

We collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

#### **5. Fair and lawful processing**

5.1 We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- a) Where we need to comply with a legal obligation.
- b) Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.
- c) Where we have received your informed consent to use your personal information for a specific purpose, in particular when processing sensitive data.
- d) Where we need to perform any contract we may enter into with you, or in order to take any steps at your request prior to entering into any such contract.

5.2 We may also use your personal information in the following situations, which are likely to be rare:

- a) Where we need to protect your interests (or someone else's interests).
- b) Where it is needed in the public interest.

## 6. How we are likely to use your personal data

6.1 Some situations in which we will process your personal information are listed below:

### To enable us to comply with our legal obligations

- Checking you are legally entitled to work in the country where your employment is based.
- Complying with health and safety obligations

### To pursue legitimate interests

- To decide whether to appoint you to the role or work since it would be beneficial to our business to appoint someone to that role or work
- We also need to process your personal information to decide whether to enter into a contract (of employment or for services) with you
- Having received your CV/covering letter or your application form (and results from any test which you may take as part of your application, if applicable) we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role or work. If we decide to offer you the role or work, we will then take up references and/or carry out background checks before confirming your appointment.

6.2 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

6.3 If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

6.4 We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

6.5 "Special categories" of particularly sensitive personal information, such as information about your health, racial or ethnic origin, sexual orientation or trade union membership,

require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

- 6.6 We will process special categories of data in the following circumstances:
- a) With your explicit written consent, in limited circumstances.
  - b) Where we need to carry out our legal obligations.
  - c) Where it is needed in the public interest, such as for equal opportunities monitoring.
- 6.7 Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- 6.8 We may process special categories of your personal information including, as appropriate:
- a) Information about your physical or mental health or condition to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview;
  - b) Your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation; and
  - c) to comply with any other legal requirements and obligations.

## 7. Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

## 8. Automated Decision-Making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making unless we have a lawful basis for doing so and we have notified you.

## 9. Accurate data

We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you.

## 10. Data retention

- 10.1. If we decide not to appoint you to the role or work, we will retain your personal information for a period of 6 months after we have communicated that decision to you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy or applicable laws and regulations. If we decide to appoint you, we will retain your personal data during your employment or provision of services to us in accordance with your contract with us and our retention policy for employees/consultants (generally for 6 years after the end of the contract).
- 10.2. If we decide not to appoint you immediately but wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## 11. Processing in line with your rights

- 11.1. You have the right to:
- a) Request access to any personal data we hold about you.
  - b) Request to have inaccurate data held about you amended.
  - c) Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
  - d) Object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You may also object to the processing of your data for direct marketing purposes.
  - e) Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
  - f) Request the transfer of your personal information to another party if the grounds for processing your personal data is by consent or contractual necessity.

## 12. Data security

- 12.1. We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- 12.2. We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We will only transfer personal data to a third party on a need-to-know basis and if such party agrees to comply with

those procedures and policies, or if such party puts in place adequate measures themselves.

- 12.3. Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **13. Providing information to third parties**

13.1. We may disclose your personal data to:

- a) companies within the Group to the extent necessary for the purposes set out at sections 5 and 6 above;
- b) our service providers and professional advisers (insurance providers, legal advisers, accountants etc.), if required, in order for us to meet our legal obligations;
- c) law enforcement agencies in connection with any investigation to help prevent unlawful activity; and
- d) third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of the Group, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

13.2. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **14. Subject access request**

If you wish to know what personal data we hold about you or to exercise one of the rights available to you, you must make the request in writing. We may charge a reasonable fee if your request is found to be excessive or if you request further copies of your data following a request. All written requests should be forwarded to the Group's General Counsel.

### **15. Right to withdraw consent**

If you provided us with consent to process any personal data as part of the recruitment exercise, you will have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Group's General Counsel. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

### **16. Data protection enquiries**

If you have any questions about this privacy notice or how we handle your personal information, please contact the Group's General Counsel. You have the right to make a complaint at any time

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to the relevant data protection authority who is responsible for data protection issues in the country that you based in or in the country that the controller is located.