

## **CANDIDATE PRIVACY STATEMENT**

HedgeServ (Luxembourg) S.a.r.l, ('HedgeServ') is committed to maintaining the confidentiality, integrity and security of the personal data we collect. This notice applies to the personal data provided by you in when you apply for a position of employment with HedgeServ. This privacy statement gives you the details of how and why we collect and use this information. HedgeServ is the data controller of your personal data.

Personal data means any information from which you can be directly or indirectly personally identified including your name, address, email address and phone number together with other information that can be used in conjunction with these details to identify you.

### **How We Obtain Your Information**

In the course of your application, we will obtain your personal data directly from you or information may be collected from other of sources such as a third party recruitment agent acting for you, publicly available information, including media reports and social media, such as LinkedIn.

Where you, or a third party recruitment agent acting for you, provides us with your CV and other personal data, we will use that information solely for the purposes of considering your application for a position with HedgeServ, including checking your references. This information is necessary in order to enter into a contract of employment with HedgeServ.

### **How We Use Your Information**

The personal data collected is used for establishing and managing your employment relationship with HedgeServ which includes determining eligibility for initial employment, as well as the verification of references and qualifications.

If you are successful during the recruitment process and accept a position with HedgeServ, you will be asked to sign an employment contract. As part of the on boarding process, the information you provided will be subject to name screening. Name screening is carried out via a third party application which screens the personal information you have provided against Financial Sanctions, PEP and Adverse Media watch lists.

HedgeServ processes your personal data in the course of name screening on the legal basis of its legitimate interests in the protection of its assets and reputation and those of its clients.

### **Retention**

We will only hold the personal data of applicants for positions for a period of 12 months from our final interaction with a candidate during the recruitment process. If you are a successful candidate, some of the personal data we obtain during the recruitment process will be held on your personnel file.

### **Sharing Personal Data**

Personal data held by HedgeServ is treated confidentially, and will be only be disclosed within HedgeServ group entities as necessary in the course of the recruitment process.

This includes transfers to HedgeServ group entities and third party service providers outside the EEA (European Economic Area). To the extent that it is necessary to transfer your personal data to other countries, HedgeServ will ensure appropriate safeguards are in place to protect the privacy and integrity of such personal data.

### **Security of Your Personal Data**

HedgeServ implements technical and organisational measures to prevent the accidental or unlawful destruction, loss or alteration, unauthorised disclosure of, or access to your personal data.

### **Your Rights in relation to Personal Data**

Subject to the provisions of the General Data Protection Regulation, you have the following rights in relation to your Personal Data:

- The right to request copies of and receive information regarding your personal data that HedgeServ processes;
- The right to update and correct inaccuracies in your personal data;
- In certain circumstances, the right to object to the processing of your personal data or to have it erased or restricted;
- The right to make a complaint to the relevant Data Protection Authority.

Any queries or complaints regarding the use of the personal data by HedgeServ and / or the exercise of your rights should be addressed to the HR department, 75 St. Stephen's Green, Dublin 2, Ireland.