

CANDIDATE PRIVACY STATEMENT

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 when you apply for a position of employment with a HedgeServ group entity. This privacy statement gives you the details of how and why we collect and use this information. The HedgeServ entity to which you are applying is the data controller of your personal data.

What we collect

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. Applicants usually supply detail of their work and educational history, achievements and identity documents in the course of their application for a role.

How We Obtain and Use Your Information

In the course of your application, we will obtain your personal data from you directly, through Workday, our candidate management system, or information may be collected from other sources, such as a third-party recruitment agent acting for you and publicly available information, including media reports and social media, such as LinkedIn. You may provide us with references from former employers and invite HedgeServ to contact them to confirm your employment history.

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. Depending on the role you apply for, national or State-level legislation and regulatory expectations, this consideration may extend to conducting checks to verify your suitability, such as background checks using official sources.

Legal Basis for processing

We process your personal data on the basis of HedgeServ's legitimate interest in assessing the suitability of an applicant for a role with HedgeServ and the confirmation of the identity of the applicant. We also process applicant personal data on the basis that it is necessary for the formation of a potential contract of employment with the applicant and HedgeServ's compliance with employment and equality legislation.

Retention

If your application is successful, the relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with the employee privacy notice which will be provided upon the commencement of your employment with HedgeServ.

If your application is unsuccessful, we may retain your personal data for a period of up to 24 months so that we can consider you for potential future similar roles with HedgeServ. We also retain certain data for the purpose of protecting HedgeServ's position in the case of potential legal actions. Personal Data of Bulgarian residents will only be retained for a maximum of six months in accordance with national legislation save for documents created by HedgeServ to protect its legal position.

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), such as data storage providers. 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, such as the use of Standard Contractual Clauses.

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 your local data protection legislation, 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.

Should you wish to delete the data you have uploaded to HedgeServ's candidate management system, this option is available to you through your account.

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 or HR_ireland@hedgeserv.com.