



# GP Bullhound Group - Privacy Notice for Candidates

## 1. Overview

GP Bullhound Holdings Limited and its various subsidiaries (the **GP Bullhound Group**) may process certain personal data about you, depending on the scope of your relationship and the legal and regulatory obligations applicable to that legal entity within the GP Bullhound Group, this may include the General Data Protection Regulation (2016/679), the e-Privacy Directive (2002/58/EC) and the Data Protection Act 2018 as amended or supplemented from time to time (the **Data Protection Laws**).

The GP Bullhound Group is committed to ensuring it meets all applicable regulatory and legal obligations in respect of data privacy and data protection.

## 2. Scope

This Privacy Notice explains how the GP Bullhound Group ("**we**", "**us**", "**our**"), collects, uses, shares and otherwise processes your Personal Data in connection with your relationship with us as a GP Bullhound Group as a candidate in accordance with applicable Data Protection Laws. We advise all candidates to read the information set out herein before submitting an application form and CV. The GP Bullhound Group shall act as data controller in respect of your personal data.

Should you have any questions about this Privacy Notice for Candidates you can contact us at [recruitment@gpbullhound.com](mailto:recruitment@gpbullhound.com) or at the address mentioned below.

We may provide supplemental privacy notices on specific occasions when we are collecting or processing your Personal Data so that you are fully aware of how and why we are using your Personal Data. Those supplemental notices should be read together with this Privacy Notice for Candidates.

We may update or amend this Privacy Notice from time to time. You should review this Privacy Notice for Candidates frequently to ensure you are aware of the most recent version that will apply each time you engage with our recruitment process.

## 3. Personal data that we collect and process

Personal data that we may collect and process from you will include:

- your name, title, date of birth, gender, nationality, citizenship, marital status, national insurance / social security number, bank details, ID card and/or passport details, email address, home address, telephone number, emergency contact details (name, telephone number, home address, relationship to you) qualifications, education and employment history;
- details of any criminal records, in some cases this may be required from you in the form of a certificate;
- your previous and current level of compensation, including benefit entitlements;
- other information provided by you in an application form, CV or resume or during an interview; and
- results of recruitments tests and assessments.

**GP.Bullhound**

GP Bullhound Holdings Limited, 52 Jermyn Street, London SW1Y 6LX, England Phone +44 207 101 7560

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We may also request additional information from third-party sources, which may include:

- your past performance at work and other information provided from your previous and/or
- current employer(s); and
- personal or professional references from third party referee(s).

#### **4. What we will do with your data**

Subject to applicable law, your personal data may be stored and processed by us in the following ways and for the following purposes:

- to consider you for a position in the Firm;
- compliance with any legal or regulatory obligation to which we are subject;
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms;
- for equal opportunities monitoring; and
- if your application is unsuccessful we will keep your information on record to notify you of relevant job opportunities within the Firm that might be applicable in future.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

#### **5. How we may share your information**

We may need to share some of the above categories of information with other parties, such as recruitment consultants and third-party suppliers (e.g. benefits providers). The recipient of the information will be subject to confidentiality obligations. We may also need to share your information with our regulators.

#### **6. Where your information is held**

Your information may be held at our offices and those of our subsidiaries, recruitment consultants, third party suppliers and regulators as mentioned above, and on electronic storage platforms and systems that are used by the GP Bullhound Group.

We store your Personal Data in a secure environment and have appropriate security measures in place such as encryption, to prevent Personal Data from being lost, stolen or otherwise used in an unauthorised manner.

#### **What we may need from you**

It is important that the Personal Data we hold about you is accurate and current. Please let us know if your Personal Data changes during your relationship with us.

We may need to request specific information from you to help us confirm your identity and ensure your right to access Personal Data (or to exercise any of your other rights). This is a further appropriate security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it.

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### What if you do not provide the personal data we request?

It is in your sole discretion to provide Personal Data to us. If you do not provide us with all or some of the Personal Data we request, we may not be able to proceed further with the recruitment process particularly where such Personal Data is required for background checks or KYC.

### How long will we retain your information?

We will only retain your Personal Data for as long as necessary to fulfil the requirements of the recruitment process. The length of time we retain your information will depend on whether your application is successful and whether you become an employee of the GP Bullhound Group, the nature of the Personal Data concerned and the purposes for which it is processed.

We will keep recruitment information for no longer than is necessary, after which it will be destroyed. If there is a clear business reason or legal obligation for retaining recruitment records for longer than the recruitment period, we may do so. If your application is successful, we will only keep the recruitment information that is necessary in relation to your employment with the Firm.

In some circumstances we may anonymise your Personal Data so that it can no longer be associated with you, in which case it is no longer Personal Data.

Upon expiry of the applicable retention period we will securely destroy your Personal Data in accordance with applicable laws and regulations.

### Transfer of Personal Data outside the European Economic Area

We may have to transfer your Personal Data from the European Economic Area (EEA) to a subsidiary within the GP Bullhound Group or a third party outside of the EEA and in a jurisdiction not being subject to an adequacy decision of the European Commission. We will always ensure that there is a legal basis and a relevant safeguard method for such data transfer so that your Personal Data is treated in a manner that is consistent with, and respects the Data Protection Laws and other applicable laws and regulations on data protection. We ensure that there is an appropriate level of protection and that the transfer is lawful through various controls including standard contractual clauses.

### Your rights in relation to your Personal Data

You have rights as an individual which you can exercise under certain circumstances in relation to your Personal Data that we hold. These rights are to:

- a) request **access** to your Personal Data (commonly known as a "data subject access request") and request certain information in relation to its processing;
- b) request **rectification** of your Personal Data;
- c) request the **erasure** of your Personal Data;
- d) request the **restriction** of processing of your Personal Data;
- e) object to the **processing** of your Personal Data; and
- f) request that we **transfer** the data we have collected to another organisation or directly to you, under certain conditions.

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### **Right to withdraw consent**

In case you have provided your consent to the collection, processing and transfer of your Personal Data, you have the right to fully or partly withdraw your consent. To withdraw your consent, please contact [recruitment@gpbullhound.com](mailto:recruitment@gpbullhound.com).

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose(s) to which you originally consented unless there are compelling legitimate grounds for further processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. In case we processed your Personal Data for direct marketing purposes, you have the right to opt-out or unsubscribe at any time, in which case we will no longer process your Personal Data for such marketing purposes.

### **Complaints**

You also have the right to make a complaint at any time to the Information Commissioner's Office (the **ICO**), the UK supervisory authority for data protection issues, or, as the case may be, any other competent supervisory authority of an EU member state. You can contact the ICO on 0303 123 1113 or at <https://ico.org.uk/make-a-complaint/>

### **Further information**

If you have any concerns or require any further information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of the rights listed above, please do not hesitate to contact us at [recruitment@gpbullhound.com](mailto:recruitment@gpbullhound.com) or at the address set out below.

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