

GP Bullhound Group

Data protection privacy notice for candidates

We advise all candidates to read the information set out below before submitting your application form and CV, or immediately if you have already submitted your application form and CV.

GP Bullhound Group (“**the Firm**”, “**us**” or “**we**”, as represented by **GP Bullhound Holdings and its affiliated entities**) is a data controller in respect of your personal data. We are responsible for ensuring that we use your personal data in compliance with data protection legislation.

About this notice

This notice serves to explain what personal data (“**information**”) we will collect about you, how we collect it, how we will use it and how we may share information about you. We are required to notify you of this information under data protection legislation. Please ensure that you have read and understood this notice (“**privacy notice**”) and any other similar notice we may provide you with when we collect or process personal information about you.

Information we collect

Information 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.

Additional information we may collect from other sources will 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)

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.

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GP Bullhound Holdings Ltd
Registered office: 52 Jermyn Street,
London SW1Y 6LX

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.

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.

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 Firm.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How long we keep your information for

We will keep the information we obtain about you during the recruitment process for no longer than is necessary. The length of time we retain your information will depend on whether your application is successful and you become an employee of the Firm, the nature of the information 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.

Your rights

You have a number of legal rights in relation to the information we hold about you, and you can exercise your rights by contacting us via recruitment@gpbullhound.com.

These rights include:

- The right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- The right to withdraw your consent to our processing of your personal data at any time. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so;
- The right to request that we correct your personal data if it is inaccurate or incomplete;

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- The right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data, but we are legally required to retain it;
- The right to object to, and the right to request that we restrict our processing of your personal data in certain circumstances. Please note that there may be circumstances where you object to, or ask us to restrict our processing of your personal data but we are legally entitled to continue processing your personal data and/ or refuse that request; and
- The right to lodge a complaint with the applicable data protection regulator in the country where our relevant entity is located if you think that any of your rights have been infringed by us. If you are not sure which part of the group is using your data or which is the relevant data protection regulator, you can ask us to clarify this using the contact details below.

Contact us

If you would like further details on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of the rights listed above, please address questions, comments and requests to recruitment@gpbullhound.com .

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