

Job Applicant Privacy Notice: EU/UK/Ca.

Last updated: September 6, 2024

This Job Applicant Privacy Notice ("**Notice**") applies to all job applicants to Fenix24, Inc., Fenix24 Ltd., Conversant Group, LLC, or their affiliates ("Company, "**we**"; or "**us**"), whether on a part-time, temporary, or full-time basis, including roles for a position as a contractor or intern ("**Applicants**"). The Notice describes the personal information that we collect and process about Applicants ("**you**"), the purposes for such processing, and the privacy rights that you have in connection with such personal information. Affiliates are those companies subject to common direct or indirect control or at least 50% common direct or indirect equity ownership.

If you are an Applicant in California, please also read the annex to this Notice ("**Annex**") for, where relevant, additional privacy information.

For the avoidance of doubt, nothing in this Notice shall be construed as forming part of a contractual relationship between us, whether or not your application is successful.

Topics:

1. **Personal information we collect and process when you apply for a position with us**
2. **Legal grounds for processing personal information – EEA and UK only**
3. **How we use your personal information (our purposes) and our legal basis for processing**
4. **Who we share your personal information with**
5. **How we keep your personal information secure**
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We recommend that you read this Notice in full to ensure you are informed about how we collect, process, share, retain, and protect your personal information. However, if you only want to access a particular section of this Notice, then you can click on the relevant link above to jump to that section.

If you have any comments or questions about this Notice, then please contact us using the contact details under the "How to contact us" heading below.

1. **Personal information we collect and process when you apply for a position with us**

The table below describes the categories of personal information we collect from and about you through our application process, as well as the different sources of such personal information.

Data Category	Personal information Description	Source
Contact Data	Name or alias, home address, personal telephone number and personal email address.	• Directly from you
Application Information	Position applied for, age, date of birth, gender, pronouns, compensation and salary data.	• Directly from you
Professional and Academic related Information	CV/résumé information such as previous roles, job descriptions, responsibilities and assignments, education, academic/professional qualifications and experience	• Directly from you
Interview and Selection Notes	Notes made by interviewers or other staff in connection with your application.	• Directly from you • Third parties • Information that we create

Sensitive Personal Information	Information that may reveal your racial or ethnic origin, religious, political or philosophical beliefs, information about your health (including mental health) and disability, sexual orientation.	<ul style="list-style-type: none"> • Directly from you
Background Checks	Criminal records data, results of reference checks and screening such as verification of education and employment history, screening checks and other searches relevant to the role for which you are applying.	<ul style="list-style-type: none"> • Directly from you • Third parties
Nationality, Citizenship and Right to Work Information	Nationality and country of birth, citizenship and right to work information, government identification documents (including passports and residency permits) and, where relevant, visa information.	<ul style="list-style-type: none"> • Directly from you
Communications Data	Communications between us and you in relation to your application and the application process.	<ul style="list-style-type: none"> • Directly from you • Automatic collection • Information that we create
Social Media Data	Details that you have provided in your application about your social media handle and information about you that you have made public on your social media account.	<ul style="list-style-type: none"> • Directly from you • Third parties
IT Data	Information collected through our recruitment portal and website (including via cookies and similar tracking technologies, such as IP addresses, log files and login information).	<ul style="list-style-type: none"> • Automatic collection
Security and Access Data	Video images including from web (e.g., Zoom, Teams) interviews or footage in public or common areas on or near our premises, security and access records.	<ul style="list-style-type: none"> • Automatic collection

2. Legal grounds for processing personal information – EEA and UK only

If you are based in the EEA or the UK, our legal basis for collecting and using your personal information will depend on the personal information concerned and the specific context in which we collect it. There are various legal bases on which we can rely when processing your personal information. In some contexts, more than one ground applies. We have summarized the most relevant grounds below:

Term	Ground for processing	Explanation
Contractual necessity	Processing necessary for performance of a contract with you or to take steps at your request to enter a contract	This covers carrying out our contractual duties and exercising our contractual rights.
Legal obligation	Processing necessary to comply with our legal obligations	Ensuring we perform our legal and regulatory obligations.
Legitimate interests	Processing necessary for our or a third party's legitimate interests	We or a third party have legitimate interests in managing our respective businesses effectively and in connection with those interests processing your data. Your data will not be processed on this basis if our or a third party's interests are overridden by your own interests, rights and freedoms.
Consent	You have given specific consent to processing your data	In general, processing your data in connection with prospective employment will not be conditional on your consent. But there may be occasions where we do specific things such as seek a reference, seek to monitor diversity or obtain medical reports, and rely on your consent to our doing so.

If we process sensitive personal information about you, we will ensure that one or more of the grounds for processing sensitive personal information applies. These include:

- Where you have provided your explicit consent;
- Where the processing is necessary for the purposes of your or our obligations and rights in relation to employment in so far as it is authorized by law or collective agreement;
- Where the processing relates to data about you that you have made public;
- Where the processing is necessary for the purpose of establishing, making or defending legal claims.

3. How we use your personal information (our purposes) and our legal basis for processing

We use the personal information that we collect from and about you only for the purposes described in this Notice. The following table provides more details on our purposes for processing your personal information and the related legal bases.

Purpose/Activity	Type of personal information	Legal basis
To communicate with Applicants during the recruitment process	<i>Contact Data Communications Data IT Data Social Media Data</i>	<ul style="list-style-type: none"> • Legitimate interests of managing Applications for positions with us.
To assess suitability of Applicants for the role they have applied for	<i>Contact Data Application Information, Professional and Academic Data Interview and selection notes Communication Data Social Media Data</i>	<ul style="list-style-type: none"> • Legitimate interests of managing Applications for positions with us.
To maintain Applicant records	<i>Contact Data Application Information, Professional and Academic Data Interview and selection notes Background Checks Nationality, Citizenship and Right to Work Information Communication Data</i>	<ul style="list-style-type: none"> • Legitimate interests of managing Applications for positions with us.
Determine your eligibility to work	<i>Nationality, Citizenship and Right to Work Information</i>	<ul style="list-style-type: none"> • Legal obligation.
To conduct criminal record and background checks	<i>Background Checks</i>	<ul style="list-style-type: none"> • Legitimate interests of managing Applications for positions with us or with consent (where required by applicable local law).
To calculate proposed salary and assess eligibility for certain benefits	<i>Contact Data Application Information, Professional and Academic Data Interview and selection notes Communication Data</i>	<ul style="list-style-type: none"> • Legitimate interests of managing Applications for positions with us.
To enter into employment contracts or other contractual engagements	<i>Contact Data Communication Data</i>	<ul style="list-style-type: none"> • To take steps to enter into a contract with successful Applicants.
To monitor and improve our application process	<i>Contact Data Application Information, Professional and Academic Data Interview and selection notes Background Checks</i>	<ul style="list-style-type: none"> • Legitimate interest of reviewing and updating our application process.

	<i>Nationality, Citizenship and Right to Work Information Communication Data IT Data</i>	
Physical and system security	<i>Security and Access Data IT Data Photographs or video from interviews</i>	<ul style="list-style-type: none"> • Legitimate interest of ensuring the security of our systems and premises.
Monitoring of diversity and equal opportunities	<i>Sensitive Personal information</i>	<ul style="list-style-type: none"> • Legal obligation • Consent
Disputes and legal proceedings	<i>Contact Data Application Information, Professional and Academic Data Interview and selection notes Background Checks Nationality, Citizenship and Right to Work Information Communication Data IT Data; Security and access data</i>	<ul style="list-style-type: none"> • Legitimate interests • Legal obligation

4. Who we share your personal information with:

We share your personal information with the following categories of recipients:

- **our group companies** - in order to administer human resources, staff member compensation and benefits at an international level on our HR platform, as well as for other legitimate business purposes such as IT services/security, tax and accounting, and general business management;
- **third party service providers and partners** - on a "need to know basis" and in accordance with applicable data privacy law. This may include third parties who provide services to us or otherwise support our relationship with you and advice including our recruitment platform provider and recruitment agencies, professional advisors (such as our external legal counsel).
- any **competent law enforcement body, regulatory, government agency, court or other third party** - (such as our professional advisors) where we believe disclosure is necessary (i) as a matter of applicable law or regulation (e.g. to provide certain salary information to tax authorities), (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person;
- a **buyer** or prospective investor (and its advisers) - in connection with any actual or proposed strategic transaction, merger or acquisition involving all or part of our business as permitted by law or contract;
- any **other person with your consent** (obtained separately from any contract between us).

Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this Notice and that the security and confidentiality of the information is maintained.

5. How we keep your personal information secure

We use appropriate technical and organizational measures to protect the personal information that we collect and process about you. The measures are designed to provide a level of security appropriate to the risk of processing your personal information. Of course, while we deploy these security measures and strive to protect your personal information, the use of the internet is not 100% secure, and for this reason we cannot guarantee the security or integrity of any personal information that you transmit or disclose to us or to a third party or vendor who provides services to you online.

6. International data transfers

Conversant Group, LLC and Fenix24, Inc. are headquartered in the United States, while Fenix24 Ltd. is headquartered in the UK, and our third party service providers and partners operate worldwide. This means that, in connection with our business and for recruitment, employment, administrative, management and legal purposes, we may transfer your personal information outside of the country where you are located, including to a jurisdiction that may not provide the same level of data protection as your country of residence. If you are an Applicant in the EEA/UK, we may transfer your personal information to a country outside of the EEA/UK. We have taken appropriate safeguards (e.g. an intra-group data transfer agreement, and central coordination of most security so that the same standards of protection apply even if your data travels across an international border) to ensure that such transfer of personal information is protected and in compliance with applicable data protection law.

7. Data retention

We retain the personal information we collect about you for no longer than is necessary for the purposes set out in this Notice, unless a longer retention period is required or permitted by law. The criteria used to determine our retention periods are: (i) the duration of the application process; (ii) as long as we have an ongoing relationship or the possibility of an employment relationship with you; and (iii) as required or limited by law; and (iv) as advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation, or regulatory investigations).

If your application is successful and you become an employee, where permitted by local law the personal information we collect during the application process may be transferred to your personnel file and stored in accordance with our employee privacy notice. If your application is not successful, we may retain your personal information to contact you (unless you have asked us not to) about any other relevant employment opportunities that may arise.

8. Your data protection rights – EEA and UK only

If you are an Applicant based in the EEA or the UK, you may have the following data protection rights with regards to your personal information, subject to applicable law.

- You may **access, correct, update** or request **deletion** of your personal information.
- In certain circumstances, you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information.
- If we have collected and processed your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the right to **complain to a relevant data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority.

You can make a request to exercise any of your data protection rights by contacting LegalNotices@ConversantGroup.com. We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. Please note that if you are an Applicant residing in California, please refer to the Annex for additional data privacy disclosures and rights specific to your location.

9. Updates to this Notice

You can see when this Notice was last updated at the “last updated” date at the top of the Notice.

We may update this Notice from time to time in response to changing legal, regulatory, technical or business developments. When we update this Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

10. How to contact us

If you have any questions, comments, or concerns regarding this Notice, please contact us by: emailing Abbey McCann in People & Culture, at abaigeal.mccann@conversantgroup.com, or by emailing Legal at LegalNotices@conversantgroup.com.

Annex – Additional jurisdiction-specific Information

For California Applicants:

If you are an Applicant residing in California, the following additional information applies to you. For purposes of this section, "personal information" has the same meaning defined in the California Consumer Privacy Act of 2018 ("CCPA"), as amended by the California Privacy Rights Act of 2020 ("CPRA") (collectively referred to as "CCPA").

1. We may collect the following statutory categories of personal information, as enumerated by the CCPA, about you when you apply for a position with us and during the recruitment process:
 - Identifiers and contact information, such as your: name, postal address, email address, phone number, date of birth, social security number, driver's license or state identification number, and other unique identifiers including online identifiers (e.g. IP address).
 - Personal information categories listed in California Civil Code § 1798.80(e) not already listed above, such as your signature, physical characteristics or description.
 - Protected classification characteristics under California or federal law, such as your age, gender, racial or ethnic origin, national origin, citizenship, religious beliefs, marital status, sexual orientation, disability or veteran status.
 - Internet or network activity information, such as your interactions with our website and job advertisement.
 - Geolocation data, such as your approximate location based on your IP address.
 - Audio, electronic, visual, and similar information such as call and video recordings of interviews.
 - Professional or employment-related information, such as your employment history, CV/résumé information, reference checks and screening checks, position applied for, and interview notes.
 - Non-public education information, such as your academic history, education grades, and academic/professional qualifications.
 - Inferences drawn from any of the above personal information to create a summary about you, for example regarding your skills, preferences, and abilities. And
 - Sensitive personal information, as defined by the CCPA, such as government identifiers (including your social security, driver's license, state identification, or passport number, if applicable), your racial or ethnic origin, religious or philosophical beliefs, or union membership.
2. The business and commercial purposes for which we collect this information are described in Section 3. "How we use your personal information (our purposes) and our legal basis for processing it" of this Notice. The categories of third parties to whom we disclose the information for a business purpose are described in Section 4. "Who we share your personal information with" of this Notice. We retain your personal information for the length of time as required under applicable law.

3. We do not "sell" or "share", as those terms are defined by the CCPA, the above categories of personal information. We also do not use or disclose your sensitive personal information for purposes that are not necessary to process your application.
4. Applicants residing in California have the following data protection rights:
 - **Know and Access:** You have the right to request to know the personal information we have collected about you, and to access such personal information in a portable and commonly used format. Once we receive and confirm your verifiable request, we may disclose to you:
 - the categories of personal information we have collected about you.
 - the categories of sources from which your personal information was collected.
 - the business or commercial purposes for collecting that personal information.
 - the categories of third parties to whom we have disclosed that personal information. And
 - the specific pieces of personal information we have collected about you.
 - **Correct:** You have the right to request that we correct any of your personal information that we have collected from you that is inaccurate.
 - **Delete:** You have the right to request that we delete certain personal information we have collected from you if we have not already done so.
 - **Opt out of the Sale and Sharing of your personal information:** You have the right to request that a business not "sell" or "share" your personal information with a third party, as those terms are defined under the CCPA. However, as noted above, we do not sell or share your personal information within the meaning of the CCPA .
 - **Limit the use and disclosure of sensitive personal information:** We do not use or disclose "sensitive personal information" other than as described in Section 4 of this Notice or as otherwise permitted under the CCPA.
 - **Non-Discrimination:** You have the right to not be discriminated or retaliated against for exercising any of your rights described above.
5. You can make these requests to exercise your CCPA rights by emailing to abaigeal.mccann@conversantgroup.com, or to Legal at LegalNotices@conversantgroup.com. We will respond to verifiable requests received as required by law. Please note that we may request certain information from you to verify your identity in order to respond to your request. In California, an authorized agent may submit a rights request on your behalf. We may also request that an authorized agent verify their identity and authority to submit a rights request on your behalf.