

RECRUITMENT NOTICE for PROCESSING PERSONAL INFO

Personal Information Collected: We collect, the information below about you during the recruitment process. If you fail to provide certain information when requested, we will not be able to progress your application.

Information provided in your curriculum vitae, cover letter and during the interview process including: your name, date of birth, age, gender, home address, personal email address, education, qualification and work experience details, and references.

Information collected or created by us during the recruitment process including: interview notes, test scores and correspondence between us.

Information about criminal convictions: we carry out background checks as part of the recruitment process.

How we use personal information: We use your personal information to progress the recruitment process, assess and make a decision about your suitability for a role, to communicate with you and to carry out reference checks. We will also use your information to comply with legal and regulatory requirements.

Why we use personal information: We will use the information collected from you because: it is necessary for us to do so before entering into a contract with you; we need to process your information in order to comply with a legal or regulatory obligation; because we or a third party have a legitimate interest to: (a) ensure the effective administration and management of the recruitment process; (b) ensure we hire a suitable individual for a role; (c) deal with disputes and accidents and take legal or other professional advice; and (d) ascertain your fitness to work.

Information about criminal convictions: As part of the recruitment process we carry out criminal background checks. We use these checks (1) to assess your suitability for a regulated role; (2) to protect your interests, our interests and third party interests if applicable; (3) because it is necessary in relation to legal claims. We are allowed to use your personal information in this way where it is necessary to carry out our employment rights and obligations and we will always process your data in accordance with applicable local law.

Information that we share: We will only share your personal information with the following third parties for the purposes of processing your application: (1) background check, and (2) regulators and competent authorities. We will also share personal data within KR for the purposes of administration, accounting, reporting and communication purposes.

Retention of your information: We will retain your personal information for the duration of the recruitment process and for the length of any applicable limitation period for claims which might be brought against us later.

Where your information will be held: We may transfer the personal information we collect about you to other entities outside the EU for the purposes of management and administration of the recruitment process subject to us implementing appropriate safeguards.

Your rights: You have the following rights in connection to your data: the rights of access, correction, deletion, objection, restriction, transfer, and the right to withdraw consent and to complain to a Supervisory Authority.

Note: While this global policy is designed to deliver consistent and efficient information to candidates on global basis, all information will always be processed in accordance with applicable local law.