

PRIVACY NOTICE – JOB APPLICANTS

1. INTRODUCTION

This notice sets out the basis on which Liberum Wealth Limited (“we”, “us” or “our”) processes any “**personal data**” (that is, any information about an identified or identifiable living person) that you may provide to us through the Liberum Careers Portal on the website www.liberum.com, and any other personal data that we may receive from you or any third parties (such as referees) in connection with a job application.

If anyone else (such as a recruitment agent) represents you in dealings with us, or if you provide personal data about other individuals (such as referees) in connection with your application, this notice also applies to the processing of their personal data.

In processing personal data in connection with your application, we are a “controller” of personal data for the purposes of the Data Protection (Bailiwick of Guernsey) Law, 2018 and related legislation (the “**Data Protection Law**”). The Data Protection Law is based on the EU’s General Data Protection Regulation (“**GDPR**”), and has been formally recognised by the EU as providing an adequate level of data protection. Like the GDPR, the Data Protection Law protects personal data by granting various rights to individuals in relation to the processing of their personal data and imposing certain obligations on controllers and processors of personal data, among other measures.

2. THE DATA CONTROLLER

Liberum Wealth is a controller of any personal data that we receive in connection with your job application. You can contact us by email at compliance@liberumwealth.com, by telephone at +44(0)1481750786, or by post at:

Liberum Wealth Limited
ATT: Compliance
1st Floor
Royal Chambers
St Julian’s Avenue
St Peter Port
Guernsey
GY1 3JX

3. WHAT PERSONAL DATA DO WE COLLECT?

The personal data that we collect and process in connection with your application will generally include your: name, date of birth, contact details, work experience, educational qualifications, nationality and other information relevant to your right to live and work in Guernsey, any further personal data that you choose to submit or upload in connection with your application (for example, additional personal data included in your CV), and information relating to any criminal or regulatory record that you may have.

In addition, if you register on the Liberum Careers Portal, we may collect certain data (such as your IP address) relating to your usage of the portal.

We may also collect personal, contact and other details relating to third parties such as referees and recruitment agencies, to the extent relevant to your application.

4. SPECIAL CATEGORY DATA

Certain types of personal data are recognised as being particularly sensitive, and are accordingly given a higher level of protection under the Data Protection Law. These are referred to in the Data Protection Law as “special category data”, and include, for example, personal data about a person’s race or ethnicity, health, or criminal record.

The personal data that we collect in connection with your application might include special category data: for example, we may collect criminal data in the course of carrying out background checks to determine whether you are suitable for (and meet any regulatory requirements applicable to) the role for which you are applying.

5. PURPOSES OF AND LEGAL BASES FOR THE PROCESSING OF PERSONAL DATA

The Data Protection Law sets out the grounds on which personal data may lawfully be processed. We will only process your personal data to the extent that one of these grounds (or “legal bases”) applies.

The table in Appendix 1 sets out how, why and on which legal bases we might process personal data in connection with your application.

6. WHO DO WE COLLECT PERSONAL DATA FROM?

For the most part, we will collect personal data relating to your application directly from you, as the job applicant.

However, we may also collect personal data relating to your application from third parties such as your chosen referees, recruiters (if applicable) and businesses that provide screening and background check services.

7. WHO MIGHT WE SHARE YOUR PERSONAL DATA WITH?

We may need to share personal data with third parties in order to assess and process your application. Such third parties might include companies affiliated with us, screening and background check service providers, and your chosen referees.

We do not expect that we will need to share your personal data with any person (other than you or your chosen referees, if applicable), or otherwise transfer your personal data, outside of Guernsey, the UK and the European Economic Area (“EEA”). However, in the event that we do need to transfer your personal data outside of these jurisdictions, such transfer will be subject to the applicable protections set out in the Data Protection Law.

8. RETENTION AND SECURITY OF PERSONAL DATA

If your application is unsuccessful, we may retain the information collected in connection with the application for up to one year, except to the extent that it may be necessary for us to retain the information for a longer period to comply with any applicable legal or regulatory requirements, or unless specifically agreed otherwise with you.

If your application is successful, we will retain information collected in connection with your application for the duration of your employment with us and for a period of six years following its termination.

Our data retention policies are based on legal prescription periods and statutory and regulatory record keeping requirements.

We take appropriate measures to keep all personal data that we hold or control secure.

9. YOUR RIGHTS

In summary, the Data Protection Law gives you the following rights in relation to the personal data about you that we process:

- **Information:** You have the right to certain information about the processing of the personal data: the purpose of this privacy notice is to give you the requisite information.
- **Portability:** where we process any of the personal data by automated means, you have the right to require us to give that personal data to you, or transmit it to another person, in a structured, commonly used and machine-readable format.

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- **Access:** You have the right, on request, to copies of the personal data (subject to a reasonable administrative charge, if you request more than one copy)
 - **Objection to processing for certain purposes:** You have the right to object to the processing of the personal data for certain purposes, including direct marketing. Any marketing that we send to you will also give you the opportunity to opt out of receiving any further marketing from us.
 - **Rectification:** You have the right to require us to rectify any of the personal data that is inaccurate or incomplete.
 - **Erasure:** You have the right to require us to erase the personal data in certain circumstances (for example, if we no longer need the personal data for the purposes for which they were collected).
 - **Restriction of processing:** You have the right to restrict us from processing the personal data (which will generally entail that we will continue to store the personal data but will not be able to use it for any other purpose without your consent), in certain circumstance (for example, pending the resolution of a dispute about the accuracy or completeness of the personal data).
 - **Decisions based on automated processing:** you have the right not to be subject to decisions based on the automated processing of the personal data, without your consent. Your application will not be subject to automated decision-making processes.
 - **Withdrawal of consent:** if we are relying on your consent to process the personal data for a particular purpose, you have the right to withdraw that consent at any time. Note that a withdrawal of consent will not affect the lawfulness of any processing of the personal data on other permitted grounds (for example, where the processing is necessary for the performance of a contract with you, or to comply with our legal or regulatory obligations).

10. CHANGES TO THIS PRIVACY NOTICE

We may update or amend this privacy notice from time to time, and any such updates or amendments will be reflected under the 'careers' tab of our website, www.liberumwealth.com. Please check this page regularly while we are considering your application and during the retention period referred to in paragraph 8, to ensure that you understand how and why we process personal data collected in connection with your application.

We may also contact you in other ways regarding the processing of your personal data.

11. QUESTIONS, COMPLAINTS AND EXERCISE OF RIGHTS

Please contact us using the details provided in paragraph 2 above if you have any questions, or if you wish to make a complaint or exercise any of your rights, in connection with our processing of your personal data. Please note that we may need to verify your identity before we are able to respond to any such communication.

We are committed to meeting our obligations as a data controller under the Data Protection Law. However, if you have brought any issue concerning data protection to our attention, and we have not resolved the issue to your satisfaction, you are entitled to refer a complaint to Guernsey's Data Protection Authority: <https://www.odpa.gg/for-individuals/make-a-complaint/>.

APPENDIX I – PURPOSES AND LEGAL BASES FOR PROCESSING CANDIDATES' PERSONAL DATA

Purpose of Use	Categories of Personal Data processed for each purpose	Legal Basis for Processing
To identify you as a candidate for employment.	Identity data such as your: title, full name, date of birth, address, and nationality.	Necessary for Liberum Wealth's legitimate interests and to comply with its legal obligations.
To determine and verify your qualification, suitability, fitness and eligibility for employment.	Data relating to your: education, professional qualifications, career history and performance, right to live and work in Guernsey, and any criminal and/or regulatory records (including information collected through background checks and from referees).	Necessary for Liberum Wealth's legitimate interests and to comply with its legal obligations.
If you are a successful candidate, to create an employment record.	Identity data, contact details, data relating to your family (to the extent necessary to provide you with benefits such as health insurance), tax and social security numbers, and data relating to your employment with Liberum (including commencement date, position and terms of employment). Further information concerning the processing of your personal data as an employee will be provided upon the commencement of your employment.	Necessary for Liberum Wealth's legitimate interests, to comply with its legal obligations, and pursuant to concluding and performing a contract of employment with you.
If applicable, and only to the extent permitted or required by applicable law, to conduct employment and diversity monitoring.	Data relating to race, ethnic origin, nationality or sexual orientation.	Subject to your explicit consent, except to the extent that any such processing may be necessary for Liberum Wealth to comply with its legal obligations.
To communicate with you in relation to your application.	Contact details such as home and work addresses, phone numbers and email addresses.	Necessary for Liberum Wealth's legitimate interests and pursuant to concluding and performing a contract of employment with you.
To send you notifications about new positions that match your profile.	Identity data and contact details.	Subject to your explicit consent.