

Job Applicant Privacy Notice

Purpose of this Notice

BlueBay Asset Management Corporation Ltd /BlueBay Asset Management LLP/ BlueBay Funds Management Company S.A. respectively ("**the Companies**") have certain obligations under data protection and privacy laws to notify individuals about the processing of their personal data. **The Companies** are part of the BlueBay group, i.e. any entity under direct or indirect control of BlueBay Asset Management (Services) Ltd ("**the Group**").

This Notice will inform you of what personal data **the Company** and **the Group** collect, how that data is used, how it is disclosed, where it is transferred (including outside the European Economic Area ("**EEA**")) and your rights in relation to your personal data.

Please be assured that at all times, both **the Companies** and **the Group** will take steps to ensure your personal data is processed in accordance with local law in the relevant jurisdiction governing the handling of your personal data.

What personal data is collected?

The Companies collect **personal data** about you as part of the recruitment process.

Personal data is any information which is capable of identifying you, directly or indirectly, as a living individual, whether in isolation or in conjunction with other information.

Examples of **personal data** which may be collected and used by **the Companies** and **the Group** (as relevant) include:

- name; contact details including address, telephone numbers and e-mail addresses;
- birth date and age;
- gender and marital status;
- employment references from previous employers;
- education and qualification details;
- job title and details of role;
- previous employment history;
- ID, national insurance and social security details, and other forms of Government ID including passport copies;
- Immigration status, visa, work permits, right to work;
- criminal records *.

These examples are not exhaustive and may be supplemented from time to time. Some of the **personal data** listed above includes information which is classified as '**sensitive**' (including information marked with an asterisk above).

The categories of **personal data** set out above are required to be provided by you and processed by **the Companies** and/or **the Group** for the purposes of the contractual terms with **the Companies**, to comply with our legal obligations and to fulfil legitimate business purposes of **the Companies** and **the Group**. We will let you know at the time of asking for your personal data if it is mandatory for you to provide it for these purposes. If you fail to provide these categories of personal data, this may affect your contractual terms with **the Companies**.

Personal data remains subject to strict controls, including those governing access, security and confidentiality.

Some of the **personal data** maintained by **the Companies** and **the Group** will be kept in paper files, while other **personal data** will be included in computerized files and electronic databases.

How is this personal data collected and used?

This personal data is held by **the Companies** and **the Group** in order to recruit new staff and promote equal opportunities and to meet its obligations under relevant laws and regulations.

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v2

Your **personal data** may also be used by **the Companies** and **the Group** for compliance with legal, regulatory and other good governance obligations, including responding to requests from legal or regulatory authorities and dispute resolution and pursuing our legal rights. In each case, it will only be used to the extent necessary.

This list may be updated and supplemented from time to time as business needs and legal requirements dictate.

Who will see my personal data?

Depending on the nature of the recruitment, **the Companies** may need to transfer some of your **personal data** to other members of **the Group** (including staff, agents, contractors and other individuals employed or engaged by those members of **the Group**) in order to support the recruitment process.

The Companies and **the Group** may also disclose your personal data to third parties in connection with the uses of your personal data set out above including external companies who support **the Companies'** and **the Group's** recruitment processes such as criminal record check companies and recruitment agencies.

Will my personal data be transferred abroad?

Some personal data will be stored and may be reviewed and analysed by members of **the Group** based in the United States and other countries outside of the EEA which may not have the same data protection laws as are applicable to **the Companies**.

Where permitted by applicable data protection law, **the Companies** and/or **the Group** may also transfer personal data to selected external providers from time to time (including the external companies mentioned above), who may access or store personal data, which are based outside of the EEA.

Where the countries or territories to which your personal data transferred may not offer an equivalent level of protection to the laws of the United Kingdom or the European Union, **the Companies** and/or **the Group** will take reasonable steps to ensure that your personal data is treated securely and in accordance with the requirements of applicable data protection laws, including ensuring that a data transfer agreement is in place with the recipient in the form approved by the European Commission, where required. We will take steps to seek to obtain assurances from any service providers as to the security and confidentiality of the personal data in their care, and if they are processing your personal data on our behalf we will require them only to use personal data for the purposes instructed by us or the relevant member of **the Group**. In all cases, overseas recipients will only use personal data for the purposes set out in this Notice.

How will my personal data be kept secure?

The **Companies** and **the Group** will take steps to seek to ensure that appropriate technical and organisational measures are taken against unlawful or unauthorised processing of personal data, and against the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction that are appropriate to the nature, scope, context, purposes and risks of the relevant processing activity.

How long will my personal data be stored for?

The Companies and **the Group** will hold personal data of its job applicants on its systems for up to 6 months after a recruitment decision has been made.

What are my rights in relation to my personal data?

Where provided by applicable laws and regulations, you may have the right:

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v4

- to request confirmation as to whether **the Companies** have personal data relating to you;
- to withdraw consent, it being understood that such withdrawal shall not affect the lawfulness of processing based on consent before its withdrawal;
- to access the personal data about you being processed by **the Companies** and to certain information about the processing of that personal data;
- to require **the Companies** to rectify any inaccurate or incomplete personal data about you;
- to require **the Companies** to erase personal data about you in certain circumstances;
- to restrict **the Companies** from processing personal data about you in certain circumstances; and
- to receive personal data relating to you in a format that can be processed by a computer and the right to have personal data relating to you transferred to another data controller in certain circumstances.

If you wish to exercise any of these rights, or to notify a change in your details, please contact HR.

You may also have the right to lodge a complaint in relation to **the Companies'** processing of your personal data with a local supervisory authority.

The information in this Notice is provided to you for data protection and privacy purposes. If you have any questions about it, please contact HR.

Data Protection Contact

If you have any queries about this Notice or the processing of your **personal data** by **the Companies** or **the Group**, please contact HR.