

Candidate Privacy Notice

As part of any recruitment process AFME collects and processes personal data relating to job applicants. AFME is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does AFME collect?

AFME collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which AFME needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

AFME collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (including online tests).

AFME will also collect personal data about you from third parties, such as references supplied by former employers. AFME will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does AFME process personal data?

AFME needs to process your data to enter into a contract with you.

In some cases, AFME needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

AFME has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows AFME to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. AFME may also need to process data from job applicants to respond to and defend against legal claims.

AFME processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

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Where AFME processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

If your application is unsuccessful, AFME may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

AFME will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. AFME will then share your data with former employers to obtain references for you.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") or the United Kingdom ("UK"), including to our affiliated organisations Global Financial Markets Association ("GFMA"), Securities Industry and Financial Markets Association ("SIFMA") and/or Asia Securities Industry and Financial Markets Association ("ASIFMA"). It may also be processed by staff operating outside the EEA or the UK who work for us or third parties engaged in, among other things, the provision of support services to us. By submitting your personal data, you acknowledge this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy and the Data Protection Legislation. This means that we will only transfer your information to third parties that (a) are in countries that have been confirmed by the European Commission to provide adequate protection to personal information; or (b) have agreed to provide all protections to your personal information as set out in the Data Protection Legislation.

How does AFME protect data?

AFME takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long does AFME keep data?

If your application for employment is unsuccessful, AFME will destroy or delete your data on file, after the end of the relevant recruitment process. If you agree to allow AFME to keep your personal data on file, AFME may hold your data for up to two years in case there are future employment opportunities for which you may be suited. At the end of the two-year period (or once you withdraw your consent), your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require AFME to change incorrect or incomplete data;
- require AFME to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where AFME is relying on its legitimate interests as the legal ground for processing; and
- ask AFME to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override AFME's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Beverley Vince, HR & Operations Director at Beverley.vince@afme.eu. You can make a subject access request by writing to Beverley Vince, HR & Operations Director at Beverley.vince@afme.eu

If you believe that AFME has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to AFME during the recruitment process. However, if you do not provide the information AFME may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.