

ESTERA GLOBAL CANDIDATE
PRIVACY NOTICE

MAY 2018



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ESTERA GLOBAL CANDIDATE PRIVACY NOTICE

As a world-leading provider of fiduciary and administration services, the privacy and security of those people who want to become our employees, workers and contractors' data is important to us. This global privacy notice ("notice") explains how we manage and protect your personal data if you have applied to work for us (referred to as your "data").

This notice tells you who we are, what data about you we collect in connection with considering your application, and what we do with it.

The remit of this notice is from the application stage all the way up to the offer stage.

Who are we?

Estera ("we, us") is a leading provider of corporate, trust, fund and accounting services to clients across the globe and employ people across numerous jurisdictions. Your potential employer in respect of the job you are applying for will be the data controller of any data that we hold and will be ultimately responsible to you to ensure this notice is complied with.

If you have any questions regarding this notice you can contact your local HR team.

What data about you do we collect?

We may collect, store, and use the following categories of data about you in the course of considering your application for employment:

- > Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- > Date of birth;
- > Gender;
- > Details of your employment history, including identity of employer, salary and terms and conditions of employment;
- > Details of your experience and qualifications;
- > Other recruitment information including copies of right to work documentation, immigration status, references and other information included in a CV or cover letter or as part of the application process;
- > Data that is provided to us through the recruitment process but which we have not directly requested, e.g. date of birth, gender.

There are also "special categories" of more sensitive personal data which require a higher level of protection which to be compliant with the laws of the jurisdiction, or where applicable, we also collect:

- > Information about your health, including any medical condition, health and sickness records;
- > Information about criminal convictions and offences.

For what purposes do we use data about you, and on what legal basis?

We will only use your data when the law allows us to. Most commonly, we will use your data in the following circumstances:

- > Where we need to perform the contract we have entered into with you;
- > Where we need to comply with a legal obligation;

- > Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

In addition we may also use your data where you have given us consent to do so or in circumstances where we need to protect your or someone else’s interests.

Some of the grounds for processing will overlap and there may be several grounds which justify our use of your data.

The purposes for which we use data about you, with corresponding methods of collection and legal basis for use, are:

PURPOSE	METHOD OF COLLECTION AND LEGAL BASIS FOR PROCESSING
<p>Tasks we need to undertake with a view to entering into a contract of employment with you:</p> <ul style="list-style-type: none"> > Writing an offer letter; > Preparing a contract of employment. 	<p>We collect data about employees from you through the application and recruitment process that is necessary to make offers to you.</p> <p>The legal basis for processing this kind of data is taking steps at your request with a view to entering into a contract.</p>
<p>Undertaking tasks where we have a legal obligation:</p> <ul style="list-style-type: none"> > Checking you are legally entitled to work. 	<p>We collect data about employees from you through the application and recruitment process in order to ensure that you are legally entitled to work, including checking your ID and right to work documentation.</p> <p>The legal basis for processing this kind of data is that we are under a legal obligation to do so.</p>
<p>Considering your suitability for employment:</p> <ul style="list-style-type: none"> > Assessing your qualifications or experience; > Considering your likely salary demands; > Making a decision about your recruitment or appointment; > Determining the terms on which you work for us; > Education, training and development requirements. 	<p>We collect data about employees from you through the application and recruitment process, including in particular during any interview.</p> <p>The legal basis for processing this kind of data is that we have a legitimate interest to do so.</p>
<p>Contacting referees:</p> <ul style="list-style-type: none"> > Making a decision about your recruitment or appointment. 	<p>We will collect details from you about potential referees during the recruitment process typically from your CV.</p> <p>We will only get in contact with referees with your consent which will be the legal basis for processing.</p>

Retaining information:

- > Providing feedback;
- > Keeping in contact.

Typically we hold on to the information of unsuccessful candidates for 6 months in order to provide feedback and deal with any queries or disputes arising from the application. The legal basis for processing this kind of data is that we have a legitimate interest to do so.

In addition even where you are unsuccessful in your application, we may wish to retain your CV and contact details so that we can remain in contact with you about future opportunities that may arise. We will only keep information for this purpose with your consent which will be the legal basis for processing.

If you fail to provide certain information when requested, we may not be able to enter the contract with you, or we may be prevented from complying with our legal obligations.

Where we do not base our use of personal data about you on one of the above legal bases, we will ask for your consent before we process the personal data (these cases will be clear from the context). In some instances, we may use personal data about you in ways that are not described above. Where this is the case, we will provide a supplemental privacy notice that explains such use. You should read any supplemental notice in conjunction with this notice.

To the extent that we rely upon consent as the legal basis under which we use your data, then you are permitted to withdraw your consent at any time.

Who do we share your data with, and for what purposes?

a. We may share data about you with:

- > Affiliates and other organisations within our group;
- > Third parties who provide us or you with products or services (such as companies undertaking background checks, payroll, pension administration, benefits provision and administration, IT services);
- > Other third parties, where required or permitted by law (such as regulatory authorities, government departments and law enforcement agencies).

b. Sharing data with affiliates and other organisations within our group

We will share your data with other practices within Estera as part of our regular reporting activities on performance, undertaking normal HR processing as often the HR manager responsible for your jurisdiction may be based in a different location.

c. Sharing data with Third Parties

- > We may share data about you with third parties who provide us or you with products or services for the purposes outlined below. These third parties include companies undertaking background checks, payroll, pension administration, benefits provision and administration, IT services;
- > We may share data about you with other third parties, where required or permitted by law, for example: regulatory authorities; government departments; in response to a request from law enforcement authorities or other government officials; when we consider disclosure to be necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal purpose; and in the context of organisational restructuring.

d. Where might data about you be sent?

As with any multinational organisation, and as a result of the global nature of our services, we are often required to transfer data internationally. Accordingly, data about you may be transferred globally (if your data is collected within either the Crown Dependencies and/or the European Economic Area, this means that your data may be transferred outside it, if your data is collected outside of either the Crown Dependencies and/or the European Economic Area, this means that your data may be transferred into it).

When using data as described in this notice, data about you may be transferred either within or outside the country or territory where it was collected. If you are a citizen of either the Crown Dependencies and/or the European Union (EU) then we may transfer your data outside of the either the Crown Dependencies and/or EU, including to a country, territory or international organisation that may not have EU equivalent data protection standards. In this case, the transfer will be on the basis of a European Commission adequacy decision or we will implement adequate measures, for example the EU Model Contracts, in all cases including appropriate security measures, for the protection of personal data in those countries, territories or international organisations in accordance with applicable data protection laws.

If you would like to receive a copy of the information relating to the safeguards we put in place then you can contact our Data Protection Officer DPO@estera.com

How do we protect data about you?

We implement appropriate technical and organisational measures to protect personal data that we hold from unauthorised disclosure, use, alteration or destruction.

How long will data about you be kept?

The period for which we may retain data about you will depend on the purposes for which the data was collected, whether you have requested the deletion of the data, and whether any legal obligations require the retention of the data (for example, for health and safety or regulatory compliance). We will not retain data about you for longer than is necessary to fulfil the purposes for which the data was collected.

What rights and options do you have?

Depending on where you are resident, you may have some or all of the following rights under applicable law in respect of data about you that we hold:

- > Request us to give you access to it;
- > Request us to rectify it, update it, or erase it;
- > Request us to restrict our using it, in certain circumstances;
- > Object to our using it, in certain circumstances;
- > Withdraw your consent to our using it;
- > Data portability, in certain circumstances;
- > Opt out from our using it for direct marketing; and
- > Lodge a complaint with the supervisory authority in your country (if there is one).

You are able to exercise these rights you can contact our Data Protection Officer DPO@estera.com

RIGHT IN RESPECT OF THE DATA ABOUT YOU THAT WE HOLD	FURTHER DETAIL (NOTE: CERTAIN LEGAL LIMITS TO ALL THESE RIGHTS APPLY)
<ul style="list-style-type: none"> > To request us to give you access to it 	<p>This is confirmation of:</p> <ul style="list-style-type: none"> > Whether or not we process data about you; > Our name and contact details; > The purpose of the processing; > The categories of data concerned; > The categories of persons with whom we share the data and the appropriate safeguards for protecting the data; > (if we have it) The source of the data, if we did not collect it from you; > (to the extent we do any, which will have been brought to your attention) the existence of automated decision-making, including profiling, that produces legal effects concerning you, or significantly affects you in a similar way, and information about the logic involved, as well as the significance and the envisaged consequences of such processing for you; and > The criteria for determining the period for which we will store the data. <p>On your request we will provide you with a copy of the data we hold.</p>
<ul style="list-style-type: none"> > To request us to rectify or update it 	<p>This applies if the data we hold is inaccurate or incomplete.</p>
<ul style="list-style-type: none"> > To request us to erase it 	<p>This applies if:</p> <ul style="list-style-type: none"> > The data we hold is no longer necessary in relation to the purposes for which we use it; > We use the data on the basis of your consent and you withdraw your consent (in this case, we will remember not to contact you again, unless you tell us you want us to delete all data about you in which case we will respect your wishes); > We use the data on the basis of legitimate interest and we find that, following your objection, we do not have an overriding interest in continuing to use it; > The data was unlawfully obtained or used; or > To comply with a legal obligation.
<ul style="list-style-type: none"> > To request us to restrict our processing of it 	<p>This right applies, temporarily while we look into your case, if you:</p> <ul style="list-style-type: none"> > Contest the accuracy of the data we use; or > Have objected to our using the data on the basis of legitimate interest <p>(if you make use of your right in these cases, we will tell you before we use the data again).</p> <p>This right applies also if:</p> <ul style="list-style-type: none"> > Our use is unlawful and you oppose the erasure of the data; or > We no longer need the data, but you require it to establish a legal case.

> To object to our processing it	You have the right if we use the data about you on the basis of legitimate interest, you can object to our using it for those purposes, giving an explanation of your particular situation, and we will consider your objection.
> To data portability	<p>This right applies:</p> <ul style="list-style-type: none">i. To data that you have provided to us; andii. If we use that data on the basis either of your consent, or on the basis of discharging our contractual obligations to you. <p>If both (i) and (ii) apply, you have the right to receive the data back from us in a commonly used format, and the right to require us to transmit the data to someone else.</p>
> To lodge a complaint with the supervisory authority in your country	<p>If you a resident within the European Union, then each country has a supervisory authority you can contact for this purpose.</p> <p>You can find their contact details here: http://ec.europa.eu/justice/dataprotection/bodies/authorities/index_en.htm</p> <p>If you live outside of the European Union, then you may also have the right to lodge a complaint with the relevant national data protection authority where applicable.</p>

Who should you contact with questions?

If you have any questions, or wish to exercise any of your rights, then you can contact our Data Protection Officer at DPO@estera.com

If your country has a supervisory authority, you have a right to contact it with any questions or concerns. If we cannot resolve your questions or concerns, you also have the right to seek judicial remedy before a national court.

Changes to this notice

We may update this notice (and any supplemental privacy notice), from time to time as shown below. We will notify of the changes where required by applicable law to do so.

Last modified 17 May 2018



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