



## **DATA PROTECTION PRIVACY NOTICE TO JOB APPLICANTS**

### **INTRODUCTION**

This Data Protection Privacy Notice to Job Applicants sets out the responsibilities of Galatea Associates LLC and its subsidiary, Galatea Associates LTD (hereinafter collectively “Galatea”) and those who work for us in regards to the processing of personal data relating to job applicants. Galatea is committed to transparency and privacy in how it collects, processes and protects data related to job applicants.

### **PURPOSE OF DATA COLLECTION**

Any data that Galatea collects regarding a job applicant will be used for internal recruitment and hiring purposes only. We need to process data to take steps at the job applicants request prior to entering into a contract with them. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the US/UK before employment starts. Galatea 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 us to manage the recruitment process, to assess and confirm an applicant's suitability for employment and to decide to whom to offer a job. We may also need to process data from job applicants to respond to and to defend against legal claims.

### **TYPES OF DATA PROCESSED**

Galatea will process all job applicant’s resume/c.v., application, and any other data generated during the interview process. This data will include their contact details, social and professional profiles, education, references, work experience, and information about their entitlement to work in the US/UK.

### **PERSONS WHO HAVE ACCESS TO THE DATA**

Galatea will not share job applicant’s data with any outside entity unless required to by law or contract. The persons within the company who will have access to data include the recruiting committee members, persons who will participate in conducting the applicant’s interviews, and management.

### **WHERE THE DATA IS STORED**

The data will be stored electronically on Galatea’s applicant tracking platform (Lever). Access to Lever is restricted, password protected and data processing methods are GDPR compliant.



## **HOW LONG THE DATA WILL BE STORED**

In Galatea's US locations, applications will remain within Galatea's applicant tracking system indefinitely unless deletion is specifically requested by the applicant.

In Galatea's UK location, if an applicant is not hired at Galatea, Galatea will anonymize their data within Galatea's applicant tracking system two years after the initial consent is given. If the applicant is hired by Galatea, their data will be handled in accordance with Galatea's data protection and retention policies for employees.

## **OUR DATA SECURITY OBLIGATIONS**

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

### **Our policy in accessing social media profiles of job applicants:**

Galatea will view social media profiles of job applicants in accordance with the following criteria:

- Notification of this practice is provided to job applicants in the Employment Application, even if the applicant's site is already set to public.
- Galatea has established a "legal ground" to access this information. For instance, Galatea has established a legitimate business interest, in order to be able to assess specific risks regarding applicants who will be assigned to work with clients in the regulated banking/financial services industry with access to highly confidential data, to review relevant social media sites.
- Galatea's internal Data Protection Team will be responsible for responding to all inquiries or complaints about the implementation of this Policy.

### **Your data protection rights:**

Below are the Rights for individuals in regard to their Personal Data:

- The right to obtain the data being processed
- The right to update, correct or complete incorrect or missing information.
- The right to have personal data deleted or removed (where possible).
- The right to restrict the processing of the personal data.
- The right to obtain and reuse their personal data for their own purposes.
- The right to object to personal data processing by either Galatea or a third party processor.
- The right to have checks and balances in place to avoid issues associated with automated processing.

### **Contact details in the event that you choose to exercise your rights:**

If you would like to make an inquiry about our data, feel free to reach out to Sheri Dayton (sheri.munson@galatea-associates.com).



**What if an Applicant chooses not to provide personal data?**

Applicants are under no statutory or contractual obligation to provide data to Galatea during the recruitment process. However, if the information is not provided, Galatea may not be able to process the applicant's application properly or at all.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_