

Amagis Group – Applicant privacy notice

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1. SCOPE OF THIS DOCUMENT

This document cover any relationship you may have with each of the relevant company forming part of the Amagis Capital group of companies, and namely (i) Amagis Capital Management Ltd, (ii) Amagis Capital Services Ltd, (iii) Amagis Capital Ltd, (iv) Amagis Capital Funds SICAV p.l.c., (v) Amagis Risk Limited, (vi) Amagis SCC p.l.c., (vii) Amagis Capital Partners LLP, (viii) Amagis Capital Holdings Ltd (jointly the “**Amagis Group**”).

2. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Each of the relevant company forming part of the Amagis Group is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent/made available a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

3. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided to us via e-mail, and in particular information including your name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications (including scores on tests).
- Any information you may provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about criminal convictions and offences.

5. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- The recruitment agency, from which we collect the categories of data listed under clause 4 above.
- Your named referees, from whom we collect the categories of data listed under clause 4 above.
- The following data from third parties is from a publicly accessible source: data available on social network such as LinkedIn, Twitter, Facebook, Instagram and/or the website of previous employers, academic entities, scientific websites, newspapers, reviews (including digital reviews), advertisements.

6. HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the relevant vacancy or role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the relevant role since it would be beneficial to our business to appoint someone to that role having certain determined skills and/or credentials.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the relevant role. If we decide to offer you the relevant role, we may then take up references AND/OR carry out a criminal record AND/OR carry out ANY OTHER check before confirming your appointment.

Failure to provide information

Regretfully, if you fail or refuse to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require information on your previous employment nor information on your academic results, and you fail to provide us with relevant details, we will not be able to take your application further.

7. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments

during the recruitment process, for example whether adjustments need to be made during a test or interview.

- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

8. INFORMATION ABOUT CRIMINAL CONVICTIONS

We envisage that we will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the relevant role (conditional on checks and any other conditions, such as references, being satisfactory). For certain roles, we are required and/or entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- We are legally required by the MFSA and/or FCA to carry out criminal record checks for those carrying out regulated roles;
- Certain roles require a high degree of trust and integrity since it involves dealing with highly confidential information, high value client money, relevant discretionary decisions, patents, regulated entities, investors' money, third party personal data and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

9. AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

10. DATA SHARING

Why might you share my personal information with third parties?

We may only share your personal information with the following third parties for the purposes of processing your application: (i) any company falling within the Amagis Group, (ii) the Malta Financial Services Authority, the Financial Conduct Authority (iii) and, in general, public authorities where required by law. We have been informed that all our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

11. DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be

obtained from the Data Privacy Manager.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

12. DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of [12] months after we have communicated to you our decision about whether to appoint you to the vacant role for which you are applying for. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

Extended retention

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, you shall provide with the specific consent filling in the relevant section hereunder so that we may be in a position to retain your personal information for a fixed period on that basis.

13. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Privacy Manager in writing.

14. RIGHT TO WITHDRAW CONSENT

When you applied for this role, you provided consent on [DATE] to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Data Privacy Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

15. DATA PRIVACY MANAGER

We have appointed a data privacy manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

I, _____ (candidate name), acknowledge that on _____ (date), I received a copy of Amagis’s Candidate Privacy Notice and that I have read and understood it.

Signature

.....

Name

.....

END OF DOCUMENT

Extended Retention Consent Form

I, _____ (candidate name), acknowledge that on _____ (date), I received a copy of Amagis’s Candidate Privacy Notice and that I have read and understood it and, in accordance with the provisions of clause 12 (Extended Retention), I hereby give my consent to you to retain my personal information for a fixed period of three years on the basis that a further opportunity may arise in future and you may wish to consider me for.

Signature

.....

Name

.....