

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, RationalFX collects and processes personal data relating to job applicants. This privacy notice describes how RationalFX handles personal data you submit when applying for a job.

RationalFX is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read this document carefully to understand how RationalFX uses and protects the information you provide.

What information does RationalFX collect?

RationalFX 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 the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

RationalFX collects this information in a variety of ways. For example, data might be contained in CVs and cover letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Your data will be stored on your application record and on RationalFX's IT systems (including email).

Why does RationalFX process personal data?

RationalFX needs to process your data for the following reasons:

- to contact you;
- for the purposes of recruitment and selection - processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job;
- to enter into a contract with you;
- to comply with legal obligations such eligibility to work in the UK;
- to respond to and defend against legal claims;
- where necessary RationalFX may also process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability.

RationalFX will not use your data for any purpose other than for the recruitment to the role for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment process. Only selected employees such as members of the HR team, potential future line managers and interview panel members will have access to your data.

As a job applicant RationalFX will not share your data with third parties or transfer your data to countries outside the European Economic Area.

How does RationalFX protect your data?

RationalFX takes the security of your data seriously. RationalFX 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 its employees in the proper performance of their duties.

For how long does RationalFX keep your data?

If your application for employment is unsuccessful, RationalFX will hold your data on file for twelve months after the end of the relevant recruitment process. At the end of this period or in the event that you withdraw your consent, your data will be deleted or destroyed.

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 the organisation to change incorrect or incomplete data;
- require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us at HR@rationalfx.com

If you believe that RationalFX has not complied with your data protection rights, you can contact the Information Commissioner.

Data provision

Providing your application data is voluntary. However, if you do not provide the requested information, RationalFX may not be able to process your application properly or at all.

By submitting your application data, you:

- declare that you have read, understood and accepted this Privacy Notice;
- grant your consent to the holding and processing of your data in accordance with this notice;

- declare that the information given in the application is complete and true to the best of your knowledge, and understand that incorrect statements could lead to your application being rejected.

Updates to this privacy notice

RationalFX reserves the right to modify this policy by posting changes to the careers page on its website at <https://www.rationalfx.com/careers>.

If you submit your data following the effective date of a modified policy, your information will be handled in accordance with the policy in effect at that time. We recommend that you check the Privacy Notice on our website each time you send RationalFX an application or additional candidate data.

How to contact us

If you have any questions about this privacy notice, please contact us in writing:

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HR Team
Level 32, One Canada Square
Canary Wharf
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E14 5AB

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