

# FLAGSTONE

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## THE SMARTER CASH PLATFORM

### Candidate Data Privacy Notice

Flagstone Investment Management Limited (also referred to as “Flagstone”, “we”, “our” and “us” in this document) has prepared this Candidate Data Privacy Notice to be provided to anyone applying for a role with us.

This notice explains what personal data we collect about you, why we need it, what we do with it and how long we keep it for. “Personal Data” is defined as any information that could reasonably identify an individual. Examples of your personal data include your name, date of birth, address and your CV.

Flagstone Investment Management Limited of 1st Floor, Clareville House, 26 27 Oxendon Street, London, SW1Y 4EL is the “Data Controller” and we decide how and why the personal data we collect in relation to your job application with us is used, in accordance with data protection laws.

#### **What information we collect about you**

When you apply for a role with us and through the recruitment process, we may collect the following personal data on you;

- Your name
- Contact details such as your home address, mobile number and email address
- Your date of birth
- Your employment and education history, usually outlined in your CV
- Your current job title, salary and notice period
- References from your previous employer
- Identification documents such as your passport, national insurance number or visa status
- Details of any CCJs, IVAs or Criminal Convictions

In addition to the above, we might also ask you to provide data for our equality monitoring, including;

- Ethnicity
- Disabilities
- Sexual orientation
- Gender
- Age

Any data that you provide for this purpose will remain anonymous and will form part of statistical reports that we comprise to ensure our equal opportunity and equality monitoring remains effective. This data will not be considered in relation to your job application and it is provided to us on a voluntary basis.

#### **Where we get this information from**

This information is either provided by;

- You directly via your application with us or at any time through the recruitment process
  - Your former employers
  - Third-party recruitment agencies who are assisting with your application
  - Background checking agencies
  - Us, in relation to our feedback for you during the application process
  - Publicly available sources (e.g. LinkedIn)
- Someone who referred you for potential employment

#### **Who we share it with**

It is necessary for us to disclose your personal data to;

- our internal People team, hiring managers and any other employees involved in the hiring process
- Greenhouse Software Inc, the software company we have engaged with to help support our recruitment and hiring processes
- Third-party recruitment agencies that we're collaborating with during the hiring process
- Background checking agencies
- Regulators such as the FCA
- Comply with a legal obligation, to enforce a contract or to protect the rights, property or safety of our employees or customers.

#### **What we use it for**

We are legally required to have a reason or justification for processing your personal data. Our reasons for processing your personal data are to;

- assist us with our hiring decisions
- contact you during the process
- monitor our diversity and equal opportunity commitments
- run background checks (if you are successful)
- comply with our legal obligations in relation to immigration and employment law

#### **Retention of personal data**

Where your application is unsuccessful, we will keep your personal data for no longer than 12 months from the date of the decision that you were not successful with your application, to meet legal requirements and to consider you as a candidate for other opportunities.

If you are successful with your application, any personal data collected about you during the hiring process and your subsequent employment will be held for up to 6 years from the last date of your employment with us, unless otherwise instructed by you.

#### **Your rights in relation to your personal data**

You have the right to request the following in relation to the processing of your personal data;

- access to the personal data we hold about you
- to have any incorrect personal data corrected or erased
- the erasing of data where there is no longer a compelling legal reason for us to process it (in certain circumstances)
- to obtain and reuse your personal data for your own purposes
- to object to being subject to decisions based solely on automated decision-making and to request a review of any decision made based solely on automated processing (e.g. profiling)

You are also entitled to object to the processing of your personal data or withdraw the consent that you've previously given us in relation to your personal data, however this may mean we no longer can process your application. Please note that any data that was processed prior to your withdrawal of your consent would still be deemed lawful.

If you wish to exercise any of the above rights or if you have any questions in relation to your personal data, please contact the Data Protection Officer at [info@flagstoneim.com](mailto:info@flagstoneim.com) or in writing at 1st Floor, Clareville House, 26 27 Oxendon Street, London, SW1Y 4E.

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Flagstone Investment Management is authorised and regulated by the FCA (Reference Numbers 676754 and 605504)