

This is an important notice regarding your privacy and the way in which Napier Park (referred to as “the Company” or “We” in this notice) collects and makes use of personal data of job applicants (referred to as “You”).

We are committed to protecting the privacy and security of your personal information. We are open and transparent with you about your personal data and encourage you to contact us if you have any questions about this Job Applicant Privacy Notice or the ways in which we use your personal data.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For further information on this Privacy Notice or to ask any questions, please direct the same to recruiting@napierparkglobal.com and your inquiries will be directed to either the Company’s Compliance Officer or the Company’s HR Department, as appropriate.

1. What is the purpose of this document?

This privacy notice describes how we collect and use personal information about you during the job application process, in accordance with the General Data Protection Regulation (GDPR).

The Company is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies job applicants. This notice does not form part of any contract of employment or other contract to provide services.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

3. What kind of information do we hold about you?

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are "special categories" of more sensitive personal data which require a higher level of protection.

We may collect, store and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Employment dates, location of employment or workplace.
- Information included in an application form, CV or cover letter or as part of the application process.
- Compensation history
- “Special category” personal data which includes more sensitive personal information related to whether or not you have a disability for which we may need to make reasonable adjustments during the job application process.

4. How is your personal information collected?

We typically collect personal information about job applicants through the application and recruitment process, either directly from candidates or sometimes from an employment agency

5. How will we use information about you?

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

- where we need to comply with a legal obligation;
- where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests; or

We may also use your personal information in the following situations, which are likely to be rare:

- where we need to protect your interests (or someone else's interests); or
- where it is needed in the public interest or for official purposes.

6. In what situations will we use your personal information?

Napier Park needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

Napier Park has a legitimate interests in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Napier Park to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide on whom to offer a job. Napier Park may also need to process data from job applicants to respond to and defend against legal claims.

We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Napier Park may process such information to carry out its obligations and exercise specific rights in relation to employment.

7. What happens if you fail to provide personal information?

If you fail to provide certain information when requested, we may not be able to complete or accept your job application.

8. How do we use particularly sensitive personal information?

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

- in limited circumstances, with your explicit written consent;

- where we need to carry out our legal obligations and in line with our data protection policy;
- where it is needed in the public interest, such as for equal opportunities monitoring, and in line with our data protection policy; or
- where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We may also process such information about members or former members in the course of legitimate business activities with the appropriate safeguards.

9. What are our obligations as an employer recruiting job applicants?

We will use your particularly sensitive personal information, related to your disability status, to make reasonable adjustments for candidates who have a disability.

10. Do we need your consent to process sensitive personal information?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law.

11. What is automated decision-making?

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We currently do not undertake automated decision making in respect of job applicants.

12. Why might you share my personal information with third parties?

We may have to share your data with third parties who are other entities in the group for the purposes of reviewing your job application, and complying with our statutory and legal obligations. We require other entities in the group to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

13. How secure is my information with other entities in our group?

All other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

14. Where do we store your personal data?

Electronic versions of the information you provide to us are stored on our secure servers in the UK and US. Paper or original copies of documents relating to you are stored either in your personnel file with the HR Department.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us by you; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

15. When might you share my personal information with other entities in the group?

We will share your personal information with other entities in our group as part of our regular reporting, making decisions as to your job application, for firm-wide financial planning or system maintenance support and hosting of data.

16. Transferring information outside the EEA

We will transfer the personal information we collect about you to the USA. This will be done on the basis of the Standard Contractual Clauses which are in place between us and our group companies.

17. 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, 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.

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.

18. Data retention

How long will you use my information for?

We will only retain your personal information for six (6) months to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

19. Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

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 the 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 stop processing personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- 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 Company’s Data Compliance Officer in writing.

20. No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

21. Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Company’s Data Compliance Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

22. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.