

## Epiq Job Applicant Privacy Notice

**Epiq is committed to protecting the privacy and data protection rights of our job applicants worldwide. This notice outlines how we collect, use, disclose, retain, and otherwise process your personal data during our recruitment process.**

### **What information do we collect?**

Epiq 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 organization needs to make reasonable adjustments during the recruitment process; and information about your entitlement to work in a particular country. Epiq may collect this information from you in a variety of ways, including through: your application forms, CVs or resumes; your passport or other identity documents; or interviews or other forms of assessment. Epiq may also collect personal data about you from third parties, such as background checks and references supplied by former employers. Epiq will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

### **Why does Epiq process personal data?**

Epiq 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 Epiq to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Epiq may also need to process data from job applicants to ensure compliance with laws and to respond to and defend against legal claims.

If your application is unsuccessful, Epiq may keep your personal data on file in case there are future employment opportunities for which you may be suited. Epiq will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Your information may be shared internally for the purposes of the recruitment process. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Epiq may transfer information about you to other group companies for purposes connected with your employment or the management of Epiq's business, and we may transfer your personal data outside of your home jurisdiction. Epiq will not share your

data with third parties unless your application for employment is successful and an offer of employment is made.

### **How does Epiq protect data?**

Epiq takes the security of your data seriously. Epiq 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 those employees that are absolutely necessary to carry out Epiq's obligations.

### **For how long does Epiq keep data?**

If your application for employment is unsuccessful, the organization will hold your data for consideration for future employment opportunities until such consent is withdrawn, at which time your data will be deleted or destroyed. You will be asked when you submit your application whether you give Epiq consent to hold your details in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **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 organization to change incorrect or incomplete data;
- require the organization to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and/or
- require the organization to restrict the processing when certain conditions apply; and/or
- object to the processing of your data where Epiq is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please submit a form at <https://www.epiqglobal.com/en-gb/privacy-statement>. If you do not receive timely acknowledgment of your complaint from us, or if we have not addressed your complaint to your satisfaction, please visit <https://feedback-form.truste.com/watchdog/request> for more information or to file a complaint. The services of TRUSTe are provided at no cost to you.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Epiq during the recruitment process. However, if you do not provide the information, Epiq may not be able to process your application properly or at all.

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