

Close Brothers Asset Management Privacy Statement

The following explains how we Close Brothers Asset Management (Data Controller) intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

What information do we collect from you?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

By agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis.

Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

We will store your application data for 6 months after the vacancy has closed. After this period, it will be fully anonymised.

How can I access the information you hold about me? Your rights

We are dedicated to providing reasonable access to applicants who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. If you choose to register, you may access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using the secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to networkx and the controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data

- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure.

If you have any concerns about the way in which your personal information is being processed by us, please contact HR Services in the first instance, or the Head of Data Protection & Client Communications Compliance at –

Close Brothers Asset Management
Nelson House
Gadbrook Business Centre
Gadbrook Road
Northwich
CW9 7TN

By email: CBAMdpm@closebrothers.com.

We expect that any query you have regarding how your data is processed can be fulfilled by HR Services or our Head of Data Protection & Client Communications Compliance.

If you are unsatisfied with their response, you have the right to complain to the Information Commissioner's Office (ICO). You can do this by accessing their website <https://ico.org.uk/> or by calling their helpline on 0303 123 1113 or writing to –

Information Commissioner's Office
Wycliffe House
Water Lane Wilmslow
Cheshire
SK9 5AF

Should you remain dissatisfied you also have the right to seek a judicial remedy.

By ticking the box on CBAM recruitment platform, you are agreeing to the terms in this privacy policy.