

RECRUITMENT DATA PRIVACY NOTICE

BACKGROUND SCREENING DECLARATION AND ACKNOWLEDGEMENT

I understand and agree that any offer and commencement of employment is conditional on the verification, to the satisfaction of Close Brothers Asset Management (the Company), of the information provided on my Online Screening Form, on Pre-Employment Screening (including verification of the information specified below) and on the Company being able to obtain references with which it is satisfied. I also understand that if I do not provide the information requested that my employment will not commence.

I understand that I will have to provide:

- Proof of identity
- Proof of right to work (failure to provide this will mean that the Company is unable to hire me)

I further understand that:

- The Company or, if engaged, Vero Screening (the joint data controllers), will verify the information given on the Online Screening Form and may carry out certain pre-employment screening, which may include: (where legally permissible) a basic or standard criminal record check, a right to work in the UK/Ireland check, an identity check, and financial standing and bankruptcy check, a directorships check, a compliance and anti-money laundering check, a media search, a CV check and gap analysis, 5 year employment/education referencing via HR departments including all periods of unemployment and self-employment a verification of your highest education, electoral roll and address verification, a reference check, a proof of relevant qualifications check, a FCA/PRA/Bank of England/Central Bank of Ireland regulatory check, a professional membership check, a media search (which may include social media and search engine searches) and a satisfactory medical examination;
- Should I fail to supply the personal data required in order to allow the Company to satisfy these checks it might result in the Company being unable to employ me.
- The Company requires this information as it is legally required to obtain it, it is necessary for the Company to perform or exercise its rights and obligations under employment law and/or because it is in the Company's legitimate interests in its role as prospective employer to verify who I am, that I can work for them and that I am suitable for the role I have applied for;
- Where my personal history requires verifications to be carried out in countries where I have worked and resided, my data may be sent and processed in those relevant countries. I also understand Vero Screening may contact me directly for information relating to my Pre-Employment Screening;
- The Company or Vero Screening will contact my current employer or previous employers for a reference;
- In the event that the Company receives a negative result that might, if accurate, cause it to withdraw my offer of employment, it is its usual policy to contact me and give me an opportunity to comment on that result. If there are particular circumstances relating to my background that might potentially cause concern to a prospective employer, I should discuss these circumstances candidly with the Company at an early stage in the recruitment process and my candor will be a factor taken into account in its recruitment decision;
- The information above will be handled in accordance with the Close Brothers Asset Management's Data Protection Policy (including the Employee Data Privacy Notice, which is available on request, and relevant data protection legislation);
- The Company may share my information with third parties if it considers that it is under a duty to disclose or in order to comply with any legal obligation or to protect its rights, property, or safety of its employees, clients, or others;
- Should I not be successful then any personal documents that I have submitted to the Company

or Vero Screening (apart from criminal background checks which will be kept for no longer than necessary) will be deleted/destroyed within six months;

- Nothing requires me to disclose information which I am legally entitled to withhold;
- It may be a criminal offence to attempt to obtain employment by deception, that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment and that, in the case of employees undertaking regulatory roles it may also prejudice their regulatory status;
- If an unsatisfactory reference is received after I have accepted a role with the Company, that the Company may withdraw my offer of employment in accordance with applicable laws and regulations.

I have read and understood the data protection notification on the Online Screening Form and confirm that the information provided on my Online Screening Form is true and complete to the best of my knowledge.