

## APPENDIX 1: PURPOSES FOR PROCESSING CANDIDATE DATA

The following table describes in more detail the information we may collect, where it comes from, why we need it, how we may use it and which categories we have disclosed for a business purpose.

Purpose of Use	Personal Information Processed	Source of Data	Legal Basis for Processing	Categories Disclosed for a Business Purpose.
To identify and evaluate candidates for employment positions.	Identity information such as title, full name, gender, date of birth and proof of eligibility to work.  Contact details such as home and work address, phone numbers, email addresses.	Directly from the individual.	Necessary for the firm's legitimate interests (to comply with its responsibilities as a prospective employer and to run a successful business).	Identifiers Characteristics of protected classifications.
To determine and validate candidates' qualifications for employment.	Details of education, professional training and previous career performance including skills, attributes and qualifications, information about your practice, as well as references from previous employers or professional contacts.	Directly from the individual.	Necessary for the firm's legitimate interests (to comply with its responsibilities as a prospective employer and to run a successful business).	Professional or employment-related information Education information
For successful applicants, to conduct background checks including, to the extent permitted under applicable law, right to work, criminal records and credit reference checks.	Identity and contact information, nationality, country of birth, criminal records, financial records and credit status. It is also possible that the checks will reveal: racial or ethnic origin, political opinions, religious or philosophical beliefs, sexual life or sexual orientation.	Directly from the individual.  From third party sources: <ul style="list-style-type: none"> <li>• Credit reference agencies</li> <li>• Regulatory bodies</li> <li>• Government departments and agencies</li> <li>• Verification service providers</li> </ul> Searches of publicly available information	Necessary for the firm's legal obligations as an employer (e.g. criminal records checks on legally qualified employees); otherwise necessary for the firm's legitimate interests (to comply with its responsibilities as a prospective employer and to run a successful business); consent or processing necessary for the contract between the firm and the recruit.	Identifiers Characteristics of protected classifications.

<p>If you are a successful candidate, to create an employment record.</p>	<p>Identity information such as name, gender, nationality, place and date of birth.</p> <p>Bank account details, tax and social security number, national or other identity numbers, passport or other evidence of right to work.</p> <p>Contact details such as home and work addresses, phone numbers and email addresses, next of kin and emergency contact details.</p> <p>Personal and family details.</p> <p>Data relating to career commencement including date of hire, employee category, location, and full time or part-time status.</p>	<p>Directly from the individual.</p>	<p>Necessary for the firm's legal obligations as an employer (e.g. proof of right to work, disability), otherwise necessary for the performance of an employment contract with the successful candidate.</p>	<p>Identifiers</p> <p>Characteristics of protected classifications.</p>
<p>To the extent permitted or required by applicable law, to conduct equal opportunities and diversity monitoring.</p>	<p>Data relating to race, ethnic origin, nationality, sexual orientation and disability, first generation professional and gender identity.</p>	<p>Directly from the individual.</p>	<p>Necessary for the firm's legal obligations as an employer (to comply with monitoring obligations), otherwise with the explicit consent of the individual where provision of the information is voluntary.</p>	<p>Characteristics of protected classifications.</p>
<p>To provide you with user support of the recruitment website or portal.</p>	<p>Login details such as username and password.</p>	<p>Directly from the individual.</p>	<p>Necessary for the firm's legitimate interests (to run a secure and efficient business).</p>	<p>Identifiers</p>

To communicate with you.	Identity information such as name. Contact details such as home and work addresses, phone numbers and email addresses.	Directly from the individual.	Necessary for the firm's legitimate interests (to run a successful and efficient business).	Identifiers
Send you notifications about new positions that match your profile.	Identity information such as name. Contact details such as home and work addresses, phone numbers and email addresses.	Directly from the individual.	Necessary for the firm's legitimate interests (to run a successful and efficient business), otherwise with consent if required by applicable law.	Identifiers
To maintain the security of the firm's premises.	Identity information such as name. Use of building access control systems, including time and location of entry and exit, and security camera footage.	Directly from the individual.  Through on site monitoring devices and services.	Necessary for compliance with the firm's health and safety obligations or otherwise necessary for the firm's legitimate interests (to run a secure and efficient business).	Identifiers Audio, electronic or other visual information,