

Privacy Policy - IFS Recruitment

As part of our recruitment process, IFS collect and processes personal data relating to job applicants. IFS is committed to being transparent about how it collects and uses this data and to meeting its data protection obligations.

What Information Does IFS Collect?

IFS collect the following information about you in connection with the recruitment process:

- 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; (where permissible by local jurisdiction).
- whether or not you have a disability for which IFS needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the Country for where the role is based
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

IFS collect this information through application forms, CVs or resumes, passport or other identity documents, or directly through interviews or other forms of assessment including online PPA questionnaire or tests.

IFS will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. IFS 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.

During the recruitment process, your data will be stored in European data centres in Frankfurt, Germany and managed using a certified recruitment system hosted securely with Amazon's AWS service.

Why Does IFS Process Your Personal Data?

IFS process your personal data to assist with our recruitment process. We also need to process your personal data prior to entering into a contract with you in accordance with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the Country where the job is based before employment starts.

What Is The Lawful Basis For Processing Your Personal Data?

IFS has a legitimate interest in processing your personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows IFS to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. IFS may also need to process data from job applicants to respond to and defend against legal claims. IFS make sure that these interests are in balance with the rights and freedoms of job applicants, employees or workers and has conducted a balance of interest test to ensure this is the case in the way we process your data.

IFS will only process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where IFS processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by data protection regulations/reasons of substantial public interest.

For some roles, IFS is obliged to seek information about criminal convictions and offences. Where IFS seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment/to comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct/reasons of substantial public interest.

As part of using this service you are asked to review and provide your consent that you understand how we will process your information as documented in this privacy statement. We hold a record of your consent in your candidate profile including the date of the consent as is necessary in accordance with data protection regulations. Any questions regarding this privacy statement should be sent to privacy@IFS.com.

Who Has Access To Data?

Your information will be shared internally within IFS for the purposes of the recruitment exercise. 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.

IFS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. IFS will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks if these are required for the role.

Your data may be transferred outside the European Economic Area (EEA) in the cases where either the position is based outside of the EEA or where IFS employees involved in the hiring process reside outside of the EEA. Where this is necessary, data is transferred outside the EEA in accordance with EU model clauses to ensure its safeguarding.

Automated Decision Making

Whilst certain elements of the recruitment system help with guiding a match to the role's requirements, decisions on selection for interview and future employment are made by IFS staff.

How Does IFS Protect Your Data?

IFS takes the security of your data seriously. It has technical and organisational measures and controls in place to help prevent your data from being lost, accidentally destroyed, misused or disclosed, nor accessed except by our employees in the proper performance of their duties.

IFS utilise the services of SmartRecruiters as part of our recruitment process and who act as a data processor on behalf of IFS. They provide the platform within which the recruitment process is executed and whose processing responsibility is limited to ensuring the continued availability of the service only. IFS has reviewed their technical and organisational controls to ensure adequacy in accordance with their processing of your personal data as part of the recruitment process. These controls cover the integrity, confidentiality and availability of your person data, including use of data encryption in transit and at rest, least privileged access rules and real-time data redundancy and replication and are certified in accordance with ISO 27001 and audited annually.

For How Long Does IFS Keep Your Data?

If your application for employment is unsuccessful, IFS will hold your data on file for 6 months after the end of the relevant recruitment process for the purposes of consideration for future IFS employment opportunities. At the end of this period, or

once you withdraw your consent for us to hold your personal data, your data is securely deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel employment file and retained during the term of your employment. Your data within the recruitment system will be deleted.

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 IFS to change incorrect or incomplete data;
- require IFS to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where IFS is relying on its legitimate interests as the legal ground for processing; and
- ask IFS to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override IFS' legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us at privacy@IFS.com.

What If You Do Not Provide Personal Data?

You are under no statutory or contractual obligation to provide data to IFS during the recruitment process. However, if you do not provide the information, IFS may not be able to process your application properly or at all. If your application is successful, it will be a condition of any offer of employment that you provide evidence of your right to work in the Country within which the position is based and provide satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.