

## **CANDIDATE PRIVACY NOTICE**

### ***Why are you receiving this notice?***

You will be asked to provide certain personal information in your application to work at Warburg Pincus (whether as an employee, worker or consultant). We are giving you this notice to let you know how we treat the personal information you provide.

If at any point you have questions about this notice or how we will treat your personal information, you should contact [PersonalData@warburgpincus.com](mailto:PersonalData@warburgpincus.com).

### ***What personal information do we collect and use?***

In connection with your application to work with us, we may process the following types of personal information about you:

- your name, address, email, and other contact information, date of birth and gender;
- your curriculum vitae and covering letter;
- your employment history, qualifications, and other information from our application form;
- your communications with us, including information you provide to us during interviews;
- your results from any tests or qualification exams required to work with us; and
- your history, if any, of criminal convictions and offences.

We may also may collect (directly or indirectly), store and use information that may identify or infer information about you in the following “special categories” of more sensitive personal information:

- your race or ethnicity, religious beliefs, sexual orientation, political opinions, and trade union membership if you provide it to us; and
- information about your health, including any medical condition, health and sickness records.

### ***How do we collect personal information about you?***

We collect personal information about candidates from the following sources:

- you directly;
- recruitment agencies we collaborate with to fulfill vacancies, from which we may receive information including your resume/curriculum vitae, current and past employment and other qualifications;
- professional background check providers;
- credit reference agencies;
- your named referees and former employers, from whom we collect information about your previous employment and suitability for the role you are applying for; and
- publicly accessible sources, including the internet and financial regulator registers, from which we collect information about your qualifications, regulatory authorisations and, news items involving you.

### ***What do we use your personal information for?***

We use the personal information we collect about you to decide whether it is in our legitimate business interests to enter into a contract of employment (or similar) with you. We need your personal information to:

- assess your skills, qualifications, and suitability for the vacancy you are applying for;
- carry out background and reference checks, where applicable;
- communicate with you about the recruitment process;
- keep records related to our hiring processes to monitor and ensure fairness in our recruiting practices; and
- comply with our rights and obligations at law or under regulation, including for the establishment, exercise or defense of legal claims.

We may process special categories of personal information in the following ways:

- We may use information about your disability status to consider whether we need to provide appropriate accommodations during the recruitment process, such as whether adjustments need to be made for any interview you are invited to attend; and

- We may use information about your race or ethnic origin, religious or philosophical beliefs, or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

We may process special categories of personal information for the above purposes on the basis of:

- In limited circumstances, if required by law, with your explicit written consent;
- Where we need to carry out our legal obligations or exercise rights in connection with your potential employment; and
- Where it is needed in the public interest, such as for equal opportunities monitoring.

After we receive from you all requested application materials, we will then process that information to decide whether or not to invite you for an interview. You will not be subject to decisions that have a significant impact on you based solely on automated decision-making. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you employment. If we decide to offer you employment, we may contact additional references, conduct further checks, or request additional information before confirming your offer. We will inform you of those checks at the time.

We will not be able to process your application if you fail to provide information when requested which is necessary for us to consider your application (such as evidence of qualifications or work history). For example, if we require a credit check or references to determine your suitability for the role you are applying for and you fail to provide us with relevant details, we will not be able to take your application further.

***How do we handle information about criminal convictions?***

Depending on the role you apply for, we may need to collect information about your criminal convictions history during the application process, if we intend to offer you employment (conditional on checks and any other conditions, such as references, being satisfactory). Where the law allows or requires us to, we will carry out criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for employment with us. For example, we will need to carry out a Standard Disclosure and Barring Service Check for those wishing to work in our London office that will be discharging certain functions regulated by the Financial Conduct Authority. We will inform you directly where we need to perform criminal convictions checks on you for your application.

***How do we share the personal information we collect about you?***

We only share your personal information with third parties for the purposes of processing your application.

**Internal third parties:** We may share your personal information with other Warburg Pincus entities to help assess and administer your application.

**External third parties:** All of our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers to use your personal information for their own purposes. We permit them to process your personal information only for specified purposes and in accordance with our instructions (unless you have a direct relationship with them which dictates otherwise). These third parties include:

- recruitment agencies who work with us to recruit and assess candidates;
- background check providers who perform background checks for us; and
- third-party suppliers who administer our IT infrastructure, job application platform and maintain our employment records.

***Is your personal data transferred outside of Europe?***

Our operations involve various affiliated entities and non-affiliated service providers based outside of the European Economic Area (the “**EEA**”) to enable us to operate as a globally integrated business and meet our own legal and regulatory obligations. Sometimes, the data protection laws in the recipient’s jurisdiction are less protective than those in the EEA.

Our non-EEA third-party suppliers to which we transfer personal information during the application process are located in: the United States of America.

Our non-EEA affiliates to which we may transfer personal information during the application process are located in: the United States of America.

When we transfer your personal information outside of the EEA to a jurisdiction with a less robust data protection regime than the EEA, we will take appropriate steps to ensure it is adequately protected in compliance with GDPR. We will do this in most cases by entering into appropriate data transfer agreements with third-party recipients of your personal information incorporating model clauses approved by the European Commission governing such data transfers.

Please contact [PersonalData@warburgpincus.com](mailto:PersonalData@warburgpincus.com), if you would like a copy of the model clauses or further information regarding these transfers.

### ***How long is your personal information retained?***

We will not retain your personal information for longer than is necessary for the purposes explained above. Generally, we may retain your personal information for up to a 3 year period after we have communicated to you whether or not your application has been successful. We do this so that we can show, in the event of a legal claim or other grievance, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

We may retain your personal information for longer if it is considered necessary, for example, in light of actual or potential legal action or a regulatory investigation at the time of scheduled erasure. After this period, we will not retain your personal information.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

### ***Your rights in relation to the personal information we process about you***

You have various rights in relation to the personal information we hold about you. These include:

- the right to request access to your personal information and obtain a copy of the information we hold about you;
- the right to correct your personal information that we hold where it is incomplete or inaccurate;
- the right to have your personal information erased where there is no good reason for us continuing to use or retain it;
- the right to request that your personal information is used only for restricted purposes;
- if the lawful basis for processing your personal information is either our or a third party's legitimate interests, the right to object to your personal information being processed;
- the right to require certain of your personal information to be transferred to you or a third party;
- the right to withdraw consent, at any time, to our use of your personal information where our use is based solely on your consent; and
- the right to lodge a complaint with the relevant data protection authority in your jurisdiction (for example, the Information Commissioner's Office in the United Kingdom).

If you wish to exercise any of these rights, you should contact the [PersonalData@warburgpincus.com](mailto:PersonalData@warburgpincus.com).

*Questions or complaints*

If you have any questions or complaints regarding the how we process your personal information, in the first instance, please contact us at:  
[PersonalData@warburgpincus.com](mailto:PersonalData@warburgpincus.com).