

## **PRIVACY NOTICE – JOB APPLICANTS**

As part of its recruitment process, Mitsubishi UFJ Asset Management (UK) Ltd (“MUAM”) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use your data and about how we meet our data protection obligations.

### **What information does the organisation collect?**

MUAM collects a range of information about you, including:

- Your name and contact details;
- Details of your qualifications, skills, experience and work history;
- Information about your current level of remuneration and benefit entitlements;
- Any relevant information about your entitlement to work in the UK;
- During any testing process, copies of the test responses provided alongside metadata associated with the test (e.g. timestamp, IP address, device information).

MUAM collects information about you in a variety of ways, for example, from a CV supplied by you, passport or ID documentation, or collected through the interview process or other forms of assessment.

Personal data may be collected from third parties, such as references supplied by former employers and other information gained from our pre-employment screening process (including criminal records checks).

Data will be stored in a range of different places, including on your recruitment file, in HR management systems and on other IT systems (including email).

### **Why does MUAM process your personal data?**

MUAM needs to process data prior to entering into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

MUAM has a legitimate interest in processing personal data during recruitment and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process and assess a candidate's suitability and qualifications. We might also need to process data from job applicants to respond to and defend against legal claims.

We may also collect information about whether or not applicants are disabled to enable MUAM to make reasonable adjustments for candidates who have a disability during the selection process, and to ensure we can carry out our obligations and exercise specific rights in relation to employment.

MUAM processes information relating to criminal records or offences as part of its employment vetting process. We do this to contribute to our assessment of regulatory “fitness and propriety” as

well as substantiating trust and confidence in all our staff who may be dealing with financial matters including payments.

We monitor test responses to identify the potential use of AI automated systems during the testing process. This monitoring helps us maintain the integrity, fairness, and validity of our selection process.

### **Who has access to data?**

Your information will be shared with members of the HR Department along with interviewers and managers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and MUAM wishes to make you an offer of employment. MUAM uses a third party vetting agency, ("The Referencing Agency") to undertake pre-employment vetting on its behalf. We will ask you to disclose your own information to them as part of the vetting process.

Your data may be disclosed outside the EEA during the recruitment process, specifically with MUAM's Head Office in Tokyo. Representatives from our Head Office may be involved in the recruitment interview process, or your details may be shared for the purposes of headcount approval.

### **How does MUAM protect data?**

MUAM takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Paper records are kept securely in locked cabinets and any personal data processed using our IT resources is password protected or otherwise encrypted during transmission.

### **For how long does MUAM keep data?**

If your application for employment is unsuccessful, we will normally hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period or if you request, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and included in MUAM's HR and payroll systems.

### **Your rights**

As a data subject, you have a number of rights. You can:

- Ask for a copy of the data we hold on request;
- Ask us to change incorrect or incomplete data;
- Ask that we delete your data, for example if you feel that there is no longer a necessity or us to retain it;
- You may object to us processing your data where we are processing it on the basis of our legitimate interests or for legal grounds.

If you would like to exercise any of these rights, please contact the Personnel Department of MUAM by writing to us at 24 Lombard Street, London EC3V 9AJ or via [H.Resources@ldn.tr.mufig.jp](mailto:H.Resources@ldn.tr.mufig.jp).

If you believe that MUAM has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to MUAM during the recruitment process. However, if you do not provide the information, then MUAM will not be able to process your application.

**Automated decision-making**

MUAM does not use any automated decision-making in its recruitment process.

October 2024