

**DATA PROTECTION PRIVACY NOTICE:
LONDON OFFICE CANDIDATES**

Purpose of this document

Debevoise & Plimpton LLP is committed to protecting the privacy and security of your personal information.

This privacy notice explains how we collect and use your personal information as a result of you applying for work with us (whether as an employee, worker or contractor) in accordance with UK data protection laws and the General Data Protection Regulation (together the “Data Protection Legislation”).

The firm is a “data controller” under Data Protection Legislation. We are responsible for deciding how we collect and use personal information about you and we are required to notify you of the information contained in this notice.

Types of personal information we hold about you

In connection with your application for work with us, we may collect, store, and use the following personal information about you:

- the information you provide to us in your curriculum vitae or application form and covering letter;
- any information you provide to us during an interview; and
- any information we obtain from third parties (such as referees).

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), we will not be able to process your application successfully.

In the course of the application process, we may also collect, store and use the following special categories of sensitive personal information:

- information about your race or ethnicity;
- information about your health, including any disability, medical condition, health and sickness records; and
- information about criminal convictions and offences.

How we collect your personal information

We collect personal information about you from the following sources:

- you, the candidate;

- your recruitment agency; and
- third parties, such as your referees and employment screening companies.

How we use your personal information

We use the personal information we collect about you for our legitimate interests in processing your application to work with us, but only if your interests and fundamental rights do not override those interests, including to:

- communicate with you about the recruitment process;
- assess your skills, qualifications, and suitability for the role;
- decide whether to offer you the role;
- maintain records relating to our recruitment processes;
- carry out reference checks; and
- comply with our legal obligations.

How we use your sensitive personal information

We use your sensitive personal information only to:

- ascertain your fitness to work;
- comply with health and safety obligations; and
- carry out diversity and equal opportunity monitoring and reporting.

Data sharing

We share your personal information with third parties where it is necessary to comply with a legal obligation or where we have a legitimate interest in doing so such as where it is necessary to facilitate our recruitment procedures.

Third parties include our third party service providers such as the company we use for background screening, our immigration lawyers, our relocation service providers and our legal training providers.

Data retention

We retain your personal information in our recruitment database for up to seven years after we received it. We have access to any information about criminal convictions and offences for one year only. We retain your personal information for reasons that include our ability to show, in the event of a legal claim, that we have not

discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

Your rights of access, correction, erasure and restriction

In certain circumstances you have the right to:

- Request access to your personal information (known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request us to correct any incomplete or inaccurate personal information that we hold about you.
- Request us to delete or remove from our systems your personal information where there is no legal basis for us continuing to process it. You may also request us to stop processing your personal information where we are relying on a legitimate interest for doing so and you want to object to our processing on this ground.
- Request us to suspend processing of your personal information, for example, if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

For further information on how to exercise your rights, please contact our Recruitment department.

Your right to withdraw consent

If you have provided your consent to us collecting, processing and transferring your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Recruitment department. Once we have received written notification that you withdraw your consent, we will no longer process your information for the purpose you originally agreed to, unless we have another legitimate interest for doing so.

Further information and your right to make a complaint

If you have any questions about this privacy notice or how we handle your personal information, please contact our Recruitment department.

You have the right to make a complaint at any time to the Information Commissioner’s Office, the UK supervisory authority for data protection issues.