HENRIKSEN STUDIO

RECRUITMENT PRIVACY NOTICE

1. SCOPE

Henriksen Studio and its subsidiary entities ("HS") are committed to protecting your personal data. The following Privacy Notice applies to individuals applying to work with us (including permanent, temporary, work placement and internship roles). It sets out how we collect and use your personal data in the recruitment process and the legal rights you have in relation to your personal data.

Henriksen Studio is a professional services and engineering firm headquartered in London, UK. Further details can be found on our website. Our global HS Privacy Notice can be found here, and we recommend that you read it to understand more generally how HS uses personal data.

The Henriksen Studio entity that is legally responsible for your personal data will typically be the entity located in the country where you are applying to work. If you have any questions or concerns about this Privacy Notice, please see the "How can you contact us?" section at the end of this Privacy Notice.

The term "personal data" used in this Privacy Notice is taken from data protection laws and broadly means any information that can identify individuals.

2. WHAT PERSONAL DATA DO WE COLLECT?

In connection with your application to work for Henriksen Studio, we may process the following categories of personal data:

- information contained in your CV/resume, covering letter and academic transcript;
- information provided on your application form, including name, address, telephone number, personal email address, education level, academic institutions, and language skills etc., as well as your salary prior to applying to HS (which is provided on an optional basis);
- professional certificates or licences you hold and any other professional qualifications/certifications;
- information relating to whether you are entitled to work in the country you have applied to work in, including any visas/work permits you hold;
- your results/responses from personality tests/other online assessments conducted during Henriksen Studio's recruitment process;
- your desired salary and employment and relocation preferences; and
- information provided to us during an interview.

Depending on the country you are applying to work in and if we are legally permitted to do so, we may also ask for the personal data listed below to monitor diversity and equal opportunities within HS's workforce. However, this is done on a voluntary basis, so you do not have to provide us with the following information if you prefer not to:

- date of birth;

- nationality;
- gender;
- sexual orientation;
- religion;
- indigenous identity;
- whether you have refugee status;
- race/ethnicity;
- military/veteran status; and
- disability (including whether any reasonable adjustments are required for interviews/assessments).

In addition to the information you provide to us directly, we may also find information about you from other sources. For example:

- recruitment agencies (your CV/resume and other details may be shared with us by our nominated recruitment agency in the country in which you are applying to work. For information about how the agency handles your personal data, please ask the agency directly to see its privacy notice);
- your references;
- your named academic institutions and professional bodies (for verifying your academic and professional qualifications/certifications);
- service providers who carry out additional background checks on our behalf where we are legally permitted to do this, such as criminal record checks or credit reference checks; and
- where you have made information about yourself publicly available on career sites, such as LinkedIn.

We will handle any personal data about you that we receive in accordance with this Privacy Notice.

3. ON WHAT LEGAL BASIS DO WE USE YOUR PERSONAL DATA?

The main legal reasons we collect your personal data are because it is necessary:

- to assess your suitability for the role you are applying for, with the view to entering into an employment contract with you should you be successful in your application;
- to comply with our legal and regulatory obligations (e.g., by keeping records relating to our hiring practices and for other tax, auditing and employment law purposes); or
- for Henriksen Studio's legitimate interests as a business (e.g., it is essential to use personal data to recruit for certain roles so we can effectively run our business operations and to manage security of our systems), but only where these interests are not overridden by the need to protect your privacy.

In addition, where we collect personal data from you that is categorised as sensitive under data protection laws, we use it to fulfil our legal obligations as a prospective employer (such as ensuring fair recruitment processes).

Alternatively, if we are legally required to do so in the country you are applying to work in, we ask for your explicit consent before processing any personal data and/or sensitive data required for the recruitment process.

4. HOW DO WE USE YOUR PERSONAL DATA?

We will use your personal data for the following purposes:

- to assess your suitability for employment with us and in any subsequent interviewing/assessment process, and to assist us in our decision as to whether to make you an offer of employment – copies of the information you submit and any further correspondence will be retained in order to progress your application for work and as a record of our employment and fair access processes (see further detail below in "How long do we retain your personal data for?");
- to manage the security of our premises and systems (including our online application portals);
- to protect Henriksen Studio's legal rights and comply with legal and regulatory requirements placed on HS (including disclosure of information in connection with legal claims and other ethics and compliance investigations);
- to assess your skills and experience for suitable job opportunities, where you have expressed an interest to be notified about this in the future; and
- to monitor diversity and equal opportunities within HS where we are legally permitted to do so, by analysing any supplementary information you provide to us voluntarily (see above in "What personal data do we collect?"). We do not use this information in any employment-related decision, and it is only used in an aggregated form (i.e., the information will be grouped with similar categories of information from others to provide statistical data only and will not identify any individual personally).

We may use email or telephone to contact you to discuss your application and if you are successful in your application, we will contact your referees to obtain references about you.

Please note that if your application is successful and you are offered a permanent or temporary position with HS, you may be required to undergo certain background checks before we formalise your employment with us. Depending on the role you are applying for and the laws of the country you are applying to work in, this may include verifying your academic/professional qualifications, employment history, credit history, criminal records and medical history. However, we will only ask you to undergo relevant and legally permitted background screening checks at the final stage of the recruitment process and at such time, you will:

- receive further information about how your personal data will be used in the background screening process, as well as your rights in respect of your personal data; and
- be asked to provide your explicit consent to HS conducting such background checks.

Please note that you may withdraw consent at any time after you have given it. This would not affect the lawfulness of Henriksen Studio's prior use of that information. In certain

situations, however, withdrawing consent might impact our ability to recruit you, for example if HS cannot run certain, legally permitted background checks on you.

5. PROCESSING SENSITIVE PERSONAL DATA

If we process sensitive personal data about you (for example (but without limitation), storing your health records to assist us in ensuring that we provide you with a healthy and safe work workplace or processing personal data relating to diversity monitoring), as well as ensuring that one of the grounds for processing mentioned above applies, we will make sure that one or more of the grounds for processing sensitive personal data applies. In outline, these include:

- Processing being necessary for the purposes of your or our obligations and rights in relation to employment in so far as it is authorised by law or collective agreement;
- Processing relating to data about you that you have made public (e.g. if you tell colleagues that you are ill);
- Processing being necessary for the purpose of establishing, making or defending legal claims;
- Processing being necessary for provision of health care or treatment, medical diagnosis, and assessment of your working capacity;
- Processing for equality and diversity purposes to the extent permitted by law.

6. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

We may share your personal data as necessary with recruitment agencies and other service providers acting on our behalf, who will only use the information to provide that service. For example, we may use third party organisations to:

- conduct background screening checks on Henriksen Studio's behalf; or
- assist us with personality testing/other online assessments that may be required during the recruitment process for certain roles.

We will ensure that any third-party service provider that we use contractually commits to an appropriate level of security and confidentiality to protect your personal data. We may also share your personal data with a purchaser or potential purchaser of our business but only where it is necessary to do so and under appropriate confidentiality obligations.

We may also need to share your personal data with other entities within the Henriksen Studio group, for example where your role involves working with individuals in our other offices. In some circumstances, we may have to share your personal data externally for legal or regulatory purposes, such as where a court or the police, or other law enforcement agency or regulatory body has asked us for it.

7. IS YOUR PERSONAL DATA TRANSFERRED OVERSEAS?

When you apply to work at HS, your personal data will be handled:

- by the relevant HS entity in the country where you are based and where you are applying to work; or
- in a country where HS has centralised its processes for managing applications, currently this is United Kingdom.

Due to the global nature of HS's business operations, it may be necessary to send your personal data to another country, either to another HS entity or to an external service provider. Some of these countries may have a different standard of data protection than the country where you are based. However, we have put in place contractual or other appropriate protections to ensure that your personal data is safeguarded to the same standards globally.

8. HOW DO WE KEEP YOUR PERSONAL DATA SECURE?

We are committed to ensuring that any personal data that we hold about you is kept securely in accordance with our policies and procedures. These include appropriate organisational and technological security measures, such as access controls, regular testing of our systems and careful selection of staff and third-party service providers.

9. HOW LONG DO WE RETAIN YOUR PERSONAL DATA FOR?

Where you apply for a job role with Henriksen Studio, we will retain your personal data in line with applicable legal and regulatory requirements (this will be a minimum of 12 months from the end of the application process. However, for certain job applications, you may have the option of allowing us to keep your data for a longer period of 24 months, so that we can notify you in case suitable roles become available in the future. In such cases, your personal data will be deleted in accordance with the option you select on our recruitment portal, unless we need to continue to hold some details about you for legal and regulatory purposes.

10. WHAT RIGHTS DO YOU HAVE REGARDING YOUR PERSONAL DATA?

Depending on the country where you are based and/or where you are applying to work, you may have the right to ask Henriksen Studio to:

a. provide a copy of your personal data;

b. correct any inaccuracies in your personal data by amending your online application so far as you are able to do so, or by informing us to make the necessary changes;

c. modify or withdraw your consent for the collection, use and disclosure of your personal data, where HS has obtained your consent for this (please note the impact this may have on your application with us, as explained in "On what legal basis do we use your personal data?");

d. delete your personal data from our systems, unless there is a lawful justification for HS to retain it (as explained in "How long do we retain your personal data for?");

e. pause use of your personal data until:

- HS verifies any inaccuracies in your personal data that you notify us of; or
- we assess that HS's legitimate interests in processing your personal data outweigh your interests in the data not being processed;

f. transfer your personal data to you or another organisation in a commonly used electronic format (known as the right to data portability); and

g. not to be subject to automated processing (although please note that Henriksen Studio does not currently undertake automated processing without any human intervention – for example, as part of the recruitment process, the scoring of certain online tasks might be automated. However, this score will only be used in the context of the wider employment process; no decisions will be made solely on the basis of the score itself).

In addition, you can also object to our use of your personal data in some circumstances, e.g., where we use it for our legitimate interests. However, this right may be limited where we have compelling legitimate grounds to continue processing your personal data which override your privacy rights.

Please contact us (see below for our contact details) if you wish to enquire about any of these rights.

11. FURTHER INFORMATION ON THE DATA WE PROCESS AND OUR PURPOSES

The Core Notice outlines the purposes for which we process your personal data. More specific information on these, examples of the data and the grounds on which we process data are in the table below.

The examples in the table cannot, of course, be exhaustive. For example, although the table does not mention data relating to criminal offences, if we were to find out that someone applying to work for us was suspected of committing a criminal offence, we might process that information if relevant for our purposes. If necessary, we will also require criminal background checks for certain roles – for example those working in financial roles or with minors.

Purpose	*Examples of personal data that may be processed*	*Grounds for processing*

Recruitment	Standard data related to your identity (e.g. your name, address, email address, ID information and documents, telephone numbers, place of birth, nationality, contact details, professional experience and education (including university degrees, academic records, professional licenses, memberships and certifications, awards and achievements, and current and previous employment details), financial information (including current salary information) language skills, and any other personal data that you present us with as part of your application related to the fulfilment of the role. Information concerning your application and our assessment of it, your references, any checks we may make to verify information provided or background checks and any information connected with your right to work. If necessary, we will also process information concerning your health, any disability and in connection with any adjustments to working arrangements.	Contract Legal obligation Legitimate interests
Administering our recruitment process	Evaluating your experience and qualifications against the requirements of the position you are applying for. Administering our online careers portal. Communicating with you in respect of any offer of employment we choose to make and providing you with information about our onboarding process.	Contract Legal obligation Legitimate interests
Entering into a contract with you (if you are made an offer by us)	Information on your terms of employment from time to time including your hours and working patterns, your pay and benefits, such as your participation in pension arrangements, life and medical insurance; and any bonus or share schemes.	Contract Legal obligation Legitimate interests

Contacting you or others on your behalf	Your address and phone number, emergency contact information and information on your next of kin.	Contract Legitimate interests
Payroll administration	Information on your bank account, pension contributions and on tax and national insurance Your national insurance number or other government issued identifier.	Contract Legal obligation Legitimate interests
Financial planning and budgeting	Information such as your proposed salary and (if applicable) envisaged bonus levels.	Legitimate interests
Physical and system security	CCTV images upon attendance for interview at our premises.	Legal obligation Legitimate interests
Providing information to third parties in connection with transactions that we contemplate or carry out	Information on any offer made to you and your proposed contract and other employment data that may be required by a party to a transaction such as a prospective purchaser, seller or outsourcer.	Legitimate interests
Monitoring of diversity and equal opportunities	Information on your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age as part of diversity monitoring initiatives. Such data will be aggregated and used for equality of opportunity monitoring purposes. Please note we may share aggregated and anonymized diversity statistics with regulators if formally required / requested.	Legitimate interests
Disputes and legal proceedings	Any information relevant or potentially relevant to a dispute or legal proceeding affecting us.	Legitimate interests Legal obligation

Please note that if you accept an offer from us the business will process further information as part of the employment relationship. You will have access to our full Workplace Privacy Notice as part of the on-boarding process and your employment.

12. HOW CAN YOU CONTACT US?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

Should you have any questions, concerns or complaints relating to the information that we hold about you, please contact us by emailing admin@henriksenstudio.com.

13. COMPLAINTS

You have a right to make a complaint to the relevant data protection authority ("DPA") at any time. We would, however, appreciate the chance to understand your concerns in the first instance before you contact a DPA. If you have complaints relating to our processing of your personal data, you can email admin@henriksenstudio.com in the first instance.

14. STATUS OF THIS NOTICE

This notice does not form part of any contract of employment that you may enter into with us and does not create contractual rights or obligations. It may be amended by us at any time. Nothing in this notice is intended to create an employment relationship between Henriksen Studio and any non-employee.