

## Privacy Notice for Candidates

Burford is committed to protecting the privacy and security of your personal data.

The purpose of this privacy notice is to let you know clearly how Burford collects and uses personal data about you for the purposes of the recruitment exercise that you are taking part in (whether as an employee, worker or contractor).

For the purposes of this privacy notice, "Burford" means Burford Capital (UK) Limited for candidates in the UK, and Burford Capital Services Limited for candidates in the EEA. Burford is the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read and understand this notice so that you are aware of how and why we are using your personal data.

### How is your personal data collected and stored?

In connection with your application for work with us, we will collect, store, and use personal data about you that you have provided to us directly as part of the application process. This may include, for example, information in application forms, CVs or resumes and covering letters, or collected through interview or other forms of assessment.

We may also collect personal data about you from the following sources:

- Recruitment agencies
- Suppliers who undertake background screening
- Credit Reference agencies
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees
- Information from third parties from a publicly accessible source, for example, the Law Society.

Personal data that we collect about you from third parties may include:

- recruitment information (including copies of right to work documentation, references and other information included in a cv or cover letter or as part of the application process)
- employment records (including job titles, working hours, training records, qualifications, professional memberships and employment history, including start and end dates with previous employers)
- information about your entitlement to work in the country in which you are being recruited to work

We may collect, store and use the following "special categories" of more sensitive personal data about you:

- information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- information about your health, including any medical condition, vaccination status, health and sickness records
- information about criminal convictions and offences

Your personal data will be stored in a range of different places, including on your application records, in HR management systems and on other IT systems (including email).

## **Why do we collect and use personal data about you?**

Burford has a legitimate interest in processing your personal data during the recruitment process and for keeping records of the process. Processing personal data about candidates allows Burford to manage the recruitment process, assess and confirm a candidate's suitability for employment or engagement and decide who to make an offer to. Burford may also need to process personal data about candidates to respond to and defend against legal claims.

Burford needs to process personal data about you to take steps at your request prior to entering into a contract with you. It may also need to process your personal data to enter into a contract with you.

In some cases, Burford needs to process personal data about you to ensure that it is complying with its legal obligations. For example, it is required to check a successful candidate's eligibility to work in the UK before employment starts.

Burford may process special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, for equal opportunity monitoring purposes. It may also collect information about whether or not candidates are disabled to make reasonable adjustments for candidates who have a disability. Burford processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Burford is obliged to seek information about criminal convictions and offences. We will only collect this information where we are legally able to do so. Where Burford 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.

Burford may also need to process personal data, special categories of personal data and information about criminal convictions and offences about candidates to respond to and defend against legal claims, where it is necessary to protect your interests (or someone else's interest) and you are not capable of giving consent or where you have already made the information public

## **If you decide not to provide personal data**

If you do not provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully.

## **Automated decision-making**

Our recruitment processes are not based solely on automated decision-making.

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

Your personal data may be shared internally 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.

As part of the recruitment process Burford may share your personal data with third party test providers in order to assist in assessing your suitability for the role for which you are applying or with other entities within the Burford corporate family. Otherwise Burford will not share your personal data with third parties, unless your application for employment is successful and it makes you an offer of employment. Burford will then share your personal 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.

Your personal data may be transferred outside the UK or the European Economic Area (EEA) as we store electronically held personal information on servers primarily located in the US. Where data is transferred outside the UK or the EEA, we will ensure there are appropriate safeguards in place to protect your personal data.

### **How does Burford protect your personal data?**

Burford takes the security of your personal data seriously. We have put in place appropriate technical and organisational measures to prevent your personal data from being accidentally lost, destroyed, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who need to access it in the proper performance of their roles for Burford. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. These measures are in accordance with applicable laws and regulations.

Where Burford engages third parties to process your personal data on its behalf, they are also obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **How long will Burford retain your personal data for?**

If your application is successful, personal data gathered during the recruitment process will be transferred to our HR files and retained during your employment or engagement. The periods for which we will continue to hold your personal data will be notified to you in a new privacy notice.

If your application is unsuccessful, we will retain your personal data for so long as is necessary for the purposes of compliance with our multi-jurisdictional laws and regulations and so that we can 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

The Chief Information Officer together with the Chief Compliance Officer, or his or her designee, is responsible to oversee compliance with this privacy notice. Any questions about this privacy notice or how we handle your personal data should be addressed to the [compliance@burfordcapital.com](mailto:compliance@burfordcapital.com).

Under certain circumstances under relevant data protection and data privacy legislation (UK GDPR and EU GDPR), you have the right to:

- Request access to, deletion of or correction of your personal data held by us at no cost to you;
- Request that your personal data be transferred to another person (data portability);
- Be informed of what data processing is taking place;
- Request the restriction of processing of your personal data;
- Object to processing of your personal data; and
- Complain to a supervisory authority.

To exercise any of these rights please contact the Chief Information Officer and the Chief Compliance Officer by email to [compliance@burfordcapital.com](mailto:compliance@burfordcapital.com) in the first instance.

If you believe Burford has not complied with your data protection rights you can complain at any time to:

- In the UK the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues; or
- In the EEA, to your relevant national Data Protection Authority

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