

Privacy Notice to Job Applicants

Scopemarkets Services CY Ltd and its affiliated entities (“We” or “Scopemarkets” or the “Company”), are committed to protect and safeguard your personal information. This Privacy Notice explains how we collect and process your personal information while in the process of assessing your suitability for an open job position.

For the purposes of this Privacy Notice, “Affiliated Entity” means a company which, is from time to time, a subsidiary or a holding company or a subsidiary of a holding company of Scopemarkets.

Scopemarkets’ contact details

Should you wish to contact the Company with respect to any matter related to your personal information processed by the Company and/or to the exercising of your rights under the GDPR, please contact the Company by email at dpo@scopemarkets.com, or by mail to Scopemarkets Services CY Ltd, 9 Spyrou Kyprianou Avenue, Silver House, Ground floor, Limassol, 3070, Cyprus.

Ways of collecting personal information about job applicants/candidates

We may collect information you may share with us by leaving/sending a CV and covering letter to the Company or through interviews or other forms of assessment (like job applications).

We may also receive information from other sources such as, job applicants’ referees (which may include existing/former Scopemarkets employers and/or other referees in order to obtain references). We may also search for potential applicants from third party sources and/or a recruitment agency.

We reserve the right to monitor the use of our premises. In occasions such monitoring occurs, it may result in collecting some of your personal information. This monitoring may concern the CCTV cameras use in and around our premises.

What kind of personal information do we collect during the recruitment process?

Depending on the circumstances and applicable laws, and the information shared with us, we may collect the information listed below (which may be updated from time to time) to enable us to offer you with employment opportunities:

- **Personal Details:** Name, age/date of birth, sex/gender, photograph, marital status, contact details, immigration status (whether you need a work permit), nationality/citizenship/place of birth, referee details.
- **Recruitment Data:** education details, employment history, referee details, record of interview or interview notes and/or any other assessment material, any other information contained in your CV.
- **Other Information:** any other information you may choose sharing with us, data collected about you from third parties/sources, such as recruitment agencies, references supplied by existing or former employers/employees and referees and/or information available online.

The purpose for which we process personal information and the legal basis of it

We process personal information of yours to (i) validate the match of applicants to open roles (ii) if applicable, for entering, concluding and performing an employment agreement (iii) based on our business objectives and legitimate interest.

We will not process your data for any purpose other than for the purposes as detailed hereunder:

- Assessing your suitability against vacancies which we think may be suitable and of interest for you;
- Process your details so that we can contact you in relation to your recruitment process;
- Where your application was not successful to contact you in future time once a vacancy that may suits your qualification becomes available;
- Verifying details, you have provided or requesting information such as references and qualifications;
- Complying with our legal and regulatory requirements;
- Optimizing the Company's recruitment process;
- To help us to establish, exercise or defend legal claims.

Sharing your personal data

We may share your personal information with the following categories of recipients:

- Internally within our Company and/or Affiliate Entities on a "need to know" basis, including with members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with the vacancy;
- Relevant authorities, or where we are required to do so by law or where it is necessary for the purpose of, or in connection with, legal proceedings or in order to exercise or defend legal rights, while we believe in good faith that the law or other regulation requires us to do so.

Retention of Personal Data

If your application is unsuccessful, the Company will keep your personal data in case there are future employment opportunities for which you may be suited. In such cases, your personal information will be kept for least amount of time necessary to fulfill our legal and/or regulatory obligations where applicable, and/or for longer periods for our business purposes and/or legitimate interest as far as the law does not restrict us from doing so and unless you wish to exercise any of your rights (as described hereunder) and such exercise does not contradict the Company's legal obligations.

If your application for employment is successful, the periods for which your data will be held and all other information regarding the processing of the same will be provided to you in our Employees' Privacy Notice.

Security and Confidentiality of your Personal Data

The Company is aware of the requirement to ensure your data is protected against accidental loss, disclosure, destruction and or abuse. We have implemented appropriate technical and organizational measures and processes to guard against such breaches. Such measures and safeguards may include encryption during information transmission and storage, strong authentication mechanisms and the segmentation of digital architecture to zones that are policed and protected. We have implemented a strategy of 'least possible access' and periodically review existing access. While such systems and procedures significantly reduce the risk of security breaches and the inappropriate use of personal information, they do not provide absolute security. The Company will regularly review its security posture with reference to the latest standards to effectively eliminate the likelihood of any form of misuse.

Your rights

While we process your personal information, you have the following rights:

Scope Markets Services CY Ltd

19, Spyrou Kyprianou, Silver House, 3070, Limassol, CY

- the right to gain access to your personal data that we retain;
- the right to request the correction, of any of your personal data we retain and are either inaccurate or incomplete;
- the right to request the erasure of your personal data;
- the right to restrict our processing activities or to object to the processing of your personal data;
- the right to data portability, by requesting us to send your personal data in a structured, commonly used and machine-readable format, and to transmit those data to another controller.
- If we rely on your consent as our legal basis for the processing of your personal data, you have the right to withdraw that consent at any time.

Kindly note that exercising of any of the abovementioned rights is subject to Company's legal requirements/rights and/or legitimate interests.

If you wish to exercise any of your above-mentioned rights or have any questions or comments with regard to this Privacy Notice, you may contact the Company at dpo@scopemarkets.com. If you are not satisfied with our response to your inquiry, you have the right to lodge a complaint with the Cyprus Data Protection Commissioner at: http://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/page1i_gr/page1i_gr?opendocument

When asking to exercise any of your rights we may request you to provide us information for the purpose of verifying your identity. Scopemarkets has the right to charge you a reasonable fee when a request is manifestly unfounded, excessive or repetitive, or we receive a request to provide further copies of the same data. In this case we will send you a fee request which you will have to accept prior to us processing your request.

Miscellaneous

In respect of issues not addressed in the present Privacy Notice, the law of Cyprus will apply and the competent courts for the settlement of any possible dispute shall be the Cypriot Courts.

We may amend or update this Privacy Notice from time to time. All amendments or updates will be posted on any appropriate communication or document exchanged between us.