

TA ASSOCIATES (SRG) RECRUITMENT PRIVACY NOTICE

The Strategic Resource Group of TA Associates Management, L.P. (“TA” “we”, “us”, “our”) offers recruitment support to [portfolio companies of the TA Associates group](#) and this privacy notice provides information on how we use your personal data and your rights in connection with evaluating your suitability for a job role with these portfolio companies. “Personal data” refers to information that relates to you or that can be used to identify you.

TA is the controller of your personal data under this privacy notice, meaning we are responsible for managing your personal data. However, when we share your personal data with any TA Associates portfolio companies for employment consideration, the portfolio company will also become a controller of the personal data we provide them. They will be separately responsible for your personal data pursuant to their privacy notices.

If you have any questions about this privacy notice or how we handle your personal data, please contact us at: privacyinquiry@ta.com

1. PERSONAL DATA WE COLLECT

We collect the following categories of personal data about you:

- **Contact Information**, such as name, address, email address and phone number.
- **Personal Characteristics**, such as age, nationality, details of residency and work permit, gender, language(s) spoken.
- **Talent Management Information**, such as your job application form, cover letters, resume/CV information, references, employment preferences, previous employment, tasks and responsibilities.
- **Sensitive Information**, such as data on your health, sexual orientation, racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership where collection of this information is relevant to your role and you choose to provide this information during the recruitment process.

Please note that providing any personal data to us is optional, however, if you fail to provide personal data when requested, which is necessary for us to consider your application (e.g. evidence of qualifications or work history), we may not be able to refer you to a TA Associates portfolio company.

2. HOW WE COLLECT YOUR PERSONAL DATA

We collect your personal data from the following sources:

- **You**. We collect personal data about you when you engage with us in the recruitment process and provide us with personal data.
- **Your named referees**. We may collect personal data about you from any referee you provide as part of your application.
- **Referrals**. We collect personal data about you where you have been referred to us by a third party for potential employment (e.g. a recruiter or a friend of yours who is a TA Associates employee).
- **Publicly Available Sources**. We collect personal data about you from your public profile on job boards or professional networks (e.g. LinkedIn) if we think you may be a good fit for a job role with a TA Associates portfolio company.

3. HOW WE USE YOUR PERSONAL DATA

We only use your personal data in connection with managing our recruitment activities, which include:

- **Assessing Your Skills, Qualifications, And Suitability:** It is in our legitimate interests to assess your experience and capabilities and how they may align with the needs of our portfolio companies. This evaluation helps us understand your potential fit across various job roles within TA Associates portfolio companies. If you are identified as a suitable candidate, we recommend you to these companies.
- **Communicating With You About The Recruitment Process.** It is in our legitimate interests to communicate with you about the recruitment process. This includes updates on your application status, feedback from interviews, and informing you of new opportunities that match your profile.
- **Maintaining Our Candidate Talent Pool.** It is in our legitimate interests to preserve your personal data as part of our candidate talent pool for the purposes of contacting and considering you when other positions suited to your expertise become available with TA Associates portfolio companies. This approach not only allows us to assess your suitability as new opportunities arise but also ensures that we are proactively prepared to match your skills with potential roles, actively supporting your career progression.
- **Legal Right To Work.** It is in our legitimate interests to ensure you have a legal right to work in the country where the relevant role is based.
- **Making Reasonable Adjustments/Accommodations.** With your explicit consent, we use health data you provide to tailor our recruitment processes to account for disabilities or medical conditions. Additionally, we have a legal obligation to make reasonable adjustments to our recruitment process where you have informed us of any disabilities. This means we may need to alter the recruitment process to ensure an equal employment opportunity for you.
- **Keeping Records Related To Our Recruitment Processes.** It is in our legitimate interests to maintain records of our recruitment activities. This allows us to keep a history of our interactions for both operational review and continuous improvement of our recruitment practices. Additionally, maintaining these records ensures we comply with legal obligations regarding data retention.
- **Sensitive Information.** Where required by law (e.g. to make reasonable adjustments) or where you have given us explicit consent, we may process the Sensitive Information you provide during the recruitment process for any of the purposes outlined in this privacy notice.

4. HOW WE SHARE YOUR PERSONAL DATA

We share your personal data with the following parties:

- **Portfolio Companies.** We share your personal data with relevant TA Associates portfolio companies where we consider you to be suitable for a job role with these entities.
- **Affiliates.** We may share your personal data with members of the TA Associates corporate group, including our subsidiaries and affiliates, for purposes consistent with this privacy notice.
- **Recruiters.** We may share your personal data with recruiters if they are part of the recruitment process or you are working with one.
- **Service providers:** We may share your personal data with our service providers who perform services on our behalf such as IT companies or service providers, cloud processors, security companies and other service providers we appoint from time to time.
- **Professional Advisers.** We share your personal data with our professional advisers, such as our HR consulting and legal advisers, where they require that information to advise us.

- **Business Transaction Participants.** We may share your personal data with acquirers and other relevant participants in business transactions (or negotiations for such transactions) involving a merger, acquisition or asset sale, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider.
- **Legal.** We may share your personal data with law enforcement agencies, regulatory bodies, public authorities or pursuant to the exercise of legal proceedings if we are legally required to do so, or if we believe, in good faith, that such disclosure is necessary to comply with a legal obligation or request, to enforce contractual terms, to prevent or resolve security or technical issues, or to protect the rights, property or safety of TA, our employees, a third party, or the public.

5. INTERNATIONAL TRANSFERS OF YOUR PERSONAL DATA

If you reside in the EEA, Switzerland or UK, your personal data may be transferred outside of the EEA, Switzerland or the UK, to countries that may not offer an equivalent level of protection for your personal data. This includes transfers to locations of any relevant TA Associates portfolio companies to which you are recommended, and to TA Associates affiliate companies in the US, London, Mumbai and Hong Kong. Regardless of where your personal data is transferred, unless we can rely on a derogation under data protection law, we will ensure that relevant safeguards are in place to afford your personal data adequate protection and we will comply with applicable data protection laws, in particular by relying on an EU or UK adequacy decision, or on contractual protections for the transfer of your personal data or with your consent. Further details regarding the relevant safeguards can be obtained from us on request by contacting us as described at this top of this privacy notice.

6. RETENTION OF YOUR PERSONAL DATA

We generally retain your personal data only for as long as necessary to fulfil the purposes outlined in this privacy notice. This includes the time needed to evaluate your suitability for specific job roles within TA Associates portfolio companies and to maintain your information in our candidate talent pool to ensure you are considered for future opportunities that match your expertise in future years. We also retain your data to comply with our legal obligations and to protect our legal interests in recruitment matters.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of personal data, the purposes for which we use personal data and whether we can achieve those purposes through other means, any permissions you give us with regards to your personal data, and the applicable legal and regulatory requirements.

7. DATA SECURITY

We employ a number of technical, organizational and physical safeguards designed to protect the personal data we collect. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a legitimate need to access it.

8. YOUR RIGHTS

By law, you have a number of rights (subject to certain conditions and exceptions) when it comes to your personal data and can exercise any of these rights by contacting us.

- **Request access to your personal data** (commonly known as a “data subject access request”) and receive a copy of it;
- **Request that we update or correct** your personal data;
- **Request erasure** of your personal data;

- **Request that we stop processing** your personal data where we process it relying on a legitimate interest (see above);
- **Request that we suspend the processing of your personal data**, such as when you have asked us to check its accuracy;
- **Request to export a copy** of your personal data in a format that allow you to reuse your data;
- **Withdraw your consent** to the processing of your personal data at any time (if applicable).

9. COMPLAINTS

If you wish to lodge a complaint about how we process your personal data, please contact us. We will endeavor to respond to your complaint as soon as possible. In addition, you may also have the right to lodge a complaint with a supervisory authority, including in your country of residence, place of work, or where you believe an incident took place. If you reside in the European Economic Area, click [here](#) to find your local supervisory authority, and [here](#) if you are in the United Kingdom.

10. CHANGES TO THIS PRIVACY NOTICE

We may update this privacy notice from time to time. If we make material changes to this privacy notice, we will notify you prior to the change becoming effective.