



Job Applicant Privacy Notice

This privacy notice applies to current residents of the European Union. We are required to give you this information in order to comply with the data protection law, including the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018. If you have submitted your application for employment to a TA US office than TA Associates Management, L.P. (“TA US”) is the “data controller” for your personal data. If you have submitted your application for employment to TA’s UK office than TA Associates (UK), LLP (“TA UK”) is the “data controller” for your personal data. This privacy notice is meant to help you understand what information we collect when you apply for a job, why we collect it, and your rights.

If you accept an offer from TA UK, your personal data will be used as part of your employee record under our UK Data Protection Policy and Fair Processing Notice which will be provided to you as part of the on-boarding process.

YOUR PRIVACY RIGHTS

Under certain circumstances, by law you have the following rights:

- **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;
- **Request that we suspend the processing of your personal data** when you have asked us to check its accuracy and in other cases;
- **Request to export a copy** of your personal data in a format that allow you to reuse your data;
- **Withdraw your consent** at any time (if applicable);
- **Lodge a complaint with the Information Commissioner’s Office or ICO** (You can find details about how to do this on the ICO website at <https://ico.org.uk/concerns/> or by calling their office on 0303 123 1113), or with other competent data protection authority that is authorized to hear your concerns.

To make these requests, please contact the Global Head of Human Resources.

PERSONAL DATA WE HOLD ABOUT YOU

We collect personal data that you provide when you apply for a job. You provide this information voluntarily, and you determine what information to provide. However, some information is required to assess your application, and without sufficient information we may have only a limited ability to evaluate you as a candidate. This personal data includes:

- information related to your identity (such as your name, contact details, ID information)

- and documents, place of birth, nationality);
- 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;
- your salary expectations; and
- any other personal data that you present us with as part of your application related to the fulfilment of the role, including as contained in your resume, transcripts, references.

We also collect personal data from other sources where relevant for your application, such as employment research firms, recruiters, identity verification services, and other websites on the Internet (for example, LinkedIn). In some circumstances (if permitted by applicable law), we may need to perform a background check relevant to your job, in which case we would receive the results of the background check from the provider. If we do so, we will provide you with notice regarding this use when we collect your personal data and your consent to the background check will be sought at that time.

Throughout the recruitment process, we may create personal data in connection with the assessment of your application. For example, we may record the views of those considering your application about your suitability for the role for which you have applied and retain interview notes.

HOW WE USE PERSONAL DATA

We use your personal data to:

- Assess your suitability for the position for which you apply and make hiring decisions.
- Review our equal opportunity profile in accordance with applicable law.
- Communicate offers of employment to you and inform you of current and future career opportunities (unless you tell us that you do not want us to keep your details for that purpose);
- Manage and improve our recruiting and hiring processes;
- Conduct reference and background checks where required or permitted by law.

Use of your personal data is necessary **(A)** for our legitimate interests in facilitating the interview process and communicating with you; making informed recruitment decisions and selecting suitable candidates for roles with us; and improving our recruiting and hiring processes; **(B)** to take steps at your request prior to entering into a contract with you, or **(C)** to comply with the law.

DATA SHARING

Within the company:

Your personal data may be disclosed to our HR, IT and administration functions for recruitment, administrative and management purposes as described in this Privacy Notice.

Service providers:

We may share your personal data with recruitment service providers, hosting, cloud and other IT services providers. We require that these service providers protect your personal data and use the data solely to provide the services to us.

Other entities in the group:

We will share your personal data with other entities in our group (namely, with TA Associates Management, L.P. in the United States) and service providers (described above) for internal administrative purposes related to the management of our workforce (this sharing is in our legitimate interest).

Other third parties:

We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business, or to relevant third parties such as auditors, lawyers or professional advisors, our insurers.

We may also disclose your personal data to comply with a subpoena, bankruptcy proceedings, or similar legal process, or in response to lawful requests by public authorities, or when we believe in good faith that disclosure is reasonably necessary to protect our property or rights, or those of you or third parties, or the public at large.

DATA TRANSFERS

In connection with our business and for employment, administrative, management and legal purposes, your personal data may be transferred to, processed or stored by any of the recipients mentioned above that may be situated outside of the country in which it was collected, including to our subsidiaries and divisions globally and service providers (described above) in a country or countries outside the European Economic Area (“EEA”), notably the United States, whose data privacy laws may not have similar data privacy laws in the country in which you work or that are not subject to an adequacy decision of the European Commission, as permitted by applicable data protection laws. Where we transfer your personal data to our group entities that are outside the EEA (namely, TA Associates Management, L.P. in the United States), we do so in reliance on data transfer agreements based on standard terms adopted by the European Commission to ensure appropriate and suitable safeguards for the transfer of personal data outside of the EEA. Where your personal data is transferred to our third-party service providers and agents outside the EEA, this will be done under the European Commission’s model contracts for the transfer of personal data to third countries (i.e. the standard contractual clauses), pursuant to Decision 2010/87/EU or in accordance with the service providers’ or agents’ certification to the EU-US or Swiss-US Privacy Shield framework.

Please contact privacyinquiry@ta.com if you would like to receive more information on the safeguards we have implemented for the transfer of your personal data.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, 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 have a business need to know and are subject to confidentiality obligations.

DATA RETENTION

We will retain your personal data in line with our retention policies and in any event we will not keep it for longer than is necessary for our lawful purposes.

In general, if you are successful in becoming employed by us, we will keep your personal data for the duration of your employment and for a period afterwards.

If you are unsuccessful in gaining employment with us, we will likely keep your personal data for a short period after informing you that you were unsuccessful. In considering how long to keep your data, we will take into account its relevance to our business and your potential employment either as a record or in the event of a legal claim. Your data may also be kept on file and considered for other roles, unless you objected to us doing so at the time we collected your data.

QUESTIONS

If you have any questions, please contact us at privacyinquiry@ta.com.

CHANGES TO THIS PRIVACY NOTICE

We may update this Privacy Notice at any time without notice. The most current version is available to you on the TA website.