

This Privacy Notice is relevant for those applying for vacancies with Rothschild & Co in Qatar and the UAE



Privacy Notice – Qatar and the UAE

Rothschild & Co is responsible for ensuring that it uses your personal data in compliance with data protection law. The purpose of this notice is to explain what personal data Rothschild & Co collects and how Rothschild & Co uses it.

Where we use the terms “**Rothschild & Co**”, “**we**”, “**us**” and “**our**” in this notice, we are referring to the relevant Rothschild & Co group company with whom you are applying for a job.

Where we use the term your “Application” in this notice, we are referring to your application to work at Rothschild & Co.

For the purposes of data protection law, Rothschild & Co is a data controller in respect of your personal data.

Personal data collected by Rothschild & Co

Rothschild & Co will collect and process (e.g. obtain, record, use, share or hold) the following personal data about you:

- **Information that you provide to the Rothschild & Co group.**
- **Information we, or other members of the Rothschild & Co group, otherwise collect about you.** This includes the following information that is collected in connection with your Application:
 - personal data that we collect through your communication and correspondence with us (including but not limited to the content, date and time of your email correspondence); and
 - information obtained in relation to any interviews and assessments with you.
- **Information we obtain from other sources.** This may include:
 - personal data that we collect from screening, background and/or reference checks that we may perform on you as part of the Application or recruitment process, which may include records of your previous employment, your qualifications (both academic and professional) and your education; and
 - personal data concerning your physical or mental health (to the extent that this relates to, or affects your ability to perform, your work for Rothschild & Co), including information that you permit us to collect from health professionals.



Uses of your personal data

Your personal data may be stored and processed by Rothschild & Co in the following ways and for the following purposes:

- to consider your Application (including, in some cases, verifying your qualifications and references with those third parties you name) and your suitability for the job for which you have applied;
- to meet our legal and regulatory obligations;
- to maintain consistent practices and procedures with respect to the collection, use, disclosure, transfer and processing of personal data across all Rothschild & Co group companies worldwide. These practices and procedures include the effective recording, management and administration of personal data;
- to maintain consistent practices and procedures with respect to the recruitment of personnel across the Rothschild & Co group, including the performance of human resources and other functions of the Rothschild & Co group; and
- to maintain contact with you in the future and notify you of job vacancies within the Rothschild & Co group that you might be interested in.

Disclosure of your information to third parties

Within the Rothschild & Co group

Rothschild & Co may disclose your personal data to other members of the Rothschild & Co group for the purposes of:

- the management and administration of the Rothschild & Co group business, including the maintenance of the centralised databases storing personal data;
- enabling the performance of the functions that each of the Rothschild & Co group businesses may perform relating to regional or global HR decisions within the Rothschild & Co group; and
- assessing compliance with applicable laws, rules and regulations, and internal policies and procedures within the Rothschild & Co group.

Where personal data is disclosed to other members of the Rothschild & Co group, we will take steps to ensure that the personal data is accessed only by those Rothschild & Co group personnel that have a need to do so for the purposes described in this notice.

Outside the Rothschild & Co group

In addition to the above, Rothschild & Co (and the other Rothschild & Co group companies to whom your personal data is disclosed) may share your personal data outside the Rothschild & Co group:



- to third party agents or contractors, bound by obligations of confidentiality, in connection with the processing of your personal data for the purposes described in this notice. This may include outsourced HR service providers, IT and communications service providers, law firms, accountants and auditors (“**Third Parties**”); and
- to the extent required by law, regulation or court order, for example if we are under a duty to disclose your personal data in order to comply with any legal obligation.

International transfers of personal data

Your personal data may be transferred to and stored in databases hosted and maintained outside the country(ies) in which you work, including in France, Switzerland, Guernsey, the Republic of Ireland and the Netherlands. It may be stored and processed by other Rothschild & Co group companies and/or Third Parties in other countries. In all cases we will ensure that any transfer of your personal data is compliant with applicable data protection law.

Retention of personal data

How long we hold your personal data for will vary. The retention period will be determined by various criteria including:

- the purpose for which we are using it – we will need to keep the data for as long as is necessary for that purpose; and
- legal obligations – laws or regulation may set a minimum period for which we have to keep your personal data.

In some instances, we may retain your information to consider you for other roles and future opportunities at Rothschild & Co which may be of interest to you. If you do not want us to retain your information, or want us to update it at any stage, please contact us in accordance with the “Contact us” section.

Contact us

If you would like further information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of the rights listed above, please contact the Data Protection Officer of Rothschild & Co group on data.protection@rothschildandco.com

You can find our general contact details in your contract with Rothschild & Co, or Handbook, where relevant.

Thank you in advance for your kind cooperation in this matter.