

How we use your personal data

This Data Privacy Notice outlines the information we hold about the people who apply to work with Bird & Bird and how we handle that data.

What is the purpose of this document?

This Privacy Notice describes your privacy rights regarding the collection, use, storage, sharing and protection of your personal information by Bird & Bird LLP and any of our related affiliates and subsidiaries worldwide (collectively, "Bird & Bird" "us" or "we"). Unless specifically stated, this notice applies to you, regardless of the country in which you are located.

Bird & Bird is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

What information do we keep about you?

We collect and process personal information about you when you apply for a job (whether as an employee, contractor, Partner or otherwise) with us. This may include, to the extent permitted by the law of your country:

- **Information you provide to us:** We may collect and store any information you provide to us through your application, including: contact information (such as your name, address, phone number, email address, and other similar information); CV, cover letter, previous work experience, future business plan, education, and transcripts; desired salary, work experience, type of employment sought, date available, employee referral; Identification, such as your passport number, expatriate status, government identification numbers (e.g. Social Security Number) where permitted by the law of the country of the job position which you apply for, immigration status and any diversity and inclusion data that you choose to share with us; and any other information you submit to us, including any correspondences you may have with us during the application process.
- **Information from other sources:** We also may obtain information about you from other sources, to the extent permitted by applicable law, such as through your contact with or from third parties, including recruiters, clients, employment research firms, identity verification services, occupational health providers, the references you provide to us, websites and other publicly accessible information on the Internet. Where permitted by local law and where permitted by the law of the country of the job position which you apply for, we may request background or credit checks from public authorities or financial institutions to evaluate your eligibility for employment or certain Bird & Bird positions or projects.
- **Information we collect automatically:** When you make an application through our online portal, we may collect information sent to us by your computer, mobile phone or other access device. The information sent to us includes, but is not limited to, the following: data about the pages you access, your computer IP address, device identifiers, the type of operating system you are using, your location, mobile network information, standard web log data and other information, including your browser type and traffic to and from our site.

Why do we keep information about you?

Bird & Bird may process your personal information for the following purposes:

- To assess your skills and interest in career opportunities at Bird & Bird, process your application, analyse your qualifications and verify your identity and your eligibility to work for Bird & Bird (whether as an employee, contractor, Partner or otherwise).
- To communicate with you about your application, respond to your inquiries, schedule interviews, appointments and phone calls and send notices to you about other open positions.
- To protect the security of Bird & Bird's premises, assets, systems, and intellectual property, enforce company policies and permit the functionality of our online portal, including to authorise the creation of online accounts and reset passwords.
- Where permitted by the law of the country of the job position which you apply for we may conduct background checks, which may include verification of skill proficiency, criminal history, financial history and other information that may be necessary for determining your qualifications and eligibility or as requested by Bird & Bird's clients.
- To comply with applicable laws and protect Bird & Bird's legitimate business interests and legal rights, including, but not limited to, use in connection with legal claims, compliance, regulatory, auditing, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements.
- To assess qualifications in the event you are employed with Bird & Bird and subsequently transfer to a different Bird & Bird entity.
- Where permitted by all applicable laws, we may use diversity and inclusion data that you provide us with for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained. We will only access any diversity and inclusion data provided after the relevant decisions have been made in relation to the role you have applied for and all data will only be made available to us on an anonymous basis. Your application and you personally will not be affected by our processing of this data in any way. Your sharing this data with us, or your decision not to share this data with us as the case may be, will not impact in any way on your application.

Verification and background checks

It will be necessary for us to verify the personal details you have supplied and to conduct pre-employment background checks. The level of checks will depend on the nature of your role and will be initiated either once an offer has been made – where permitted by local law - or at the final stage of the recruitment process for shortlisted applicants, as dictated by business need.

Some of this data will be supplied to us directly by you or on your behalf and some will be accessed and/or provided by our third party screening providers. Such data may include:

- contact information such as name, phone number, email address, street address;
- personal information such as Government ID, social security number, driver's license number, immigration data (including Passport number), date of birth, age, gender, photos / images, education information, CVs /references, family information;

- administrative information such as performance evaluation, management information re. course transcripts, certifications, assessments, etc.
- financial/benefit information;
- sensitive information such as health information, sexual orientation, gender identification and expression, racial and ethnic origin, religious beliefs, professional/trade union/ works council memberships, Political Opinions, Disabilities, Criminal convictions, Financial stability, Political contributions, Charitable contributions, Biometric/Genetic Information and/or Location data; and
- log in data.

Who has access to the information?

Personal information may be shared across Bird & Bird when necessary for business purposes.

Personal information may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the protection of Bird & Bird's legitimate interests in compliance with applicable laws.

We may also share personal information with organisations that assist us with recruitment activities, such as with recruitment agents, agencies conducting background checks and organisations such as Aspiring Solicitors and Diversity Lab LLC, to allow us to evaluate and make use of their services.

What is Bird & Bird's legal basis for processing your personal data?

We process your personal information because it is necessary to assess your job application (for example, reviewing your qualifications is necessary to determine your eligibility for a position).

We also process your personal information where we are required to by law (for example, to comply with record keeping, auditing, tax or other employment law obligations), or when it is in Bird & Bird's legitimate interests and when these interests are not overridden by your privacy and data protection rights, such as to protect the security of our facilities.

How long will you use my information for?

We will retain your personal information for as long as we need it to process your application. If your application results in employment with us, the information provided may be retained for purposes of your employment. Unless you indicate otherwise, we will also retain your personal information in accordance with our data retention policy to consider your candidacy for other positions that may be of interest to you.

Security

Bird & Bird takes appropriate technical, administrative, physical and procedural security measures, consistent with local and international information practices, to protect your personal information from misuse, unauthorised access or disclosure, loss, alteration, or destruction.

Your rights

If you have any questions about our information handling practices or if you wish to access your personal information you should contact privacy@twobirds.com

You have the right to ask Bird & Bird for a copy of your personal information; or to correct, delete or restrict processing of your personal information; or to receive a copy of your personal information in a structured, machine-readable format.

In addition, you can object to the processing of your information in some circumstances and, where we have asked for your consent, you may withdraw it at any time.

These rights may be limited in some circumstances, for example if fulfilling your request would reveal personal information about another person, if we have compelling legitimate interests, or if you ask to delete information which we are required by law to keep.

Changes to this privacy notice

This Privacy Notice may be updated periodically to reflect changes in our data practices. We will post a notice on our applicable websites, applications or materials to advise of any significant changes to our Privacy Notice and indicate in the notice when it was most recently update.

April 2022