

Early Careers Privacy Notice

The Early Careers Privacy Notice outlines the information we hold about the people who apply for Early Careers opportunities at Bird & Bird and how we handle that data.

August 2024

What is the purpose of this document?

This Early Careers Privacy Notice describes how Bird & Bird LLP and any of our subsidiaries in England or worldwide (collectively, "Bird & Bird" "us" or "we") use your personal data in connection with your attendance at or participation in our Early Bird Scholarship, a vacation scheme placement, open days, insight schemes or any other early careers scheme, and your application for all of the above and/or a solicitor apprenticeship or training contract. It also describes your data protection rights, including a right to object to some of the processing which Bird & Bird carries out.

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.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Please note that once you have commenced a solicitor apprenticeship or training contract with us, the applicable privacy notice will be our employee privacy notice, which will be made available to you.

What, how and why, we process your information

Information processed	The purpose for processing	Our legal grounds for processing your information
Personal identification and communication information: your name, address, phone number and email address.	Necessary for your identification and to send you correspondence about your application.	We process this information with your consent which can be withdrawn at any time by withdrawing your application.
	To stay in touch and personalise our communication with you based on your requirements.	To pursue the legitimate interests of our own, such as enhancing candidate experience, ensure an efficient

		recruitment process, improving the recruiting outcomes, and build a positive employer brand.
Bank information	To reimburse you for any agreed expenses incurred in the application process where applicable.	We process this information with your consent which can be withdrawn at any time by withdrawing your application.
Equal opportunities related information: your gender, ethnic origin, sexual orientation, health, dietary requirements and religion or belief, should you choose to provide this information.	To ensure compliance with legal requirements concerning non-discrimination and equal opportunity.	To comply with our legal obligations as an employer.
Immigration related information: your right to work.	To ensure compliance with legal requirements concerning the right to work and to verify eligibility for employment.	To comply with our legal obligations as an employer.
Application related information: previous work experience, education history and transcripts, qualifications and skills information, interests and aspirations, and any other information you submit to us.	To assess your qualifications and suitability for the role. This information also helps us to match candidates with most appropriate opportunities within our firm.	We process this information with your consent which can be withdrawn at any time by withdrawing your application.
Recruitment related information: assigned application number, information about your performance in recruitment assessments, video interview footage and any other information you submit to us, including any correspondences you may have with us during the recruitment process.	To accurately track and evaluate your process, ensure a fair and consistent assessment process, and maintain comprehensive records to support our decision-making.	To pursue the legitimate interests of our own, such as selecting the best candidate for our role and the best fit for our firm.
Background related information: criminal record checks and background screening. <i>*See 'verification and background checks' for more information</i>	To verify your suitability for the role and to ensure compliance with legal and regulatory requirements.	To comply with our legal obligations as an employer.

<p>Contextual recruitment information where you choose to participate in contextual recruitment only: information about your socio-economic background and related contextual recruitment information, including unique identification number, postcode at aged 16, examination grades, education history, eligibility for free school meals between ages 11-16, whether you are the first generation in your family to go to university, whether you regularly undertake or undertook paid work during term time, have been in local authority care, were a parent before the age of 21, have been a registered carer at any age or whether you are a refugee/asylum seeker, coupled with the fact that you have applied to Bird & Bird and the information you provide in the “contextual information” section of your application.</p>	<p>To help us make more informed and equitable hiring decision, identify potential, recognise effort and evaluate you more fairly by considering the circumstances.</p>	<p>We process this information with your consent which can be withdrawn at any time by withdrawing your application.</p>
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*Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We collect most of this information from you directly. For example, data is collected through our application portal; from correspondence with you; or through interviews, meetings or other assessments.

We also collect some information about you from other sources, where permitted. This includes information through your contact with or from third parties, including recruiters, clients, employment research firms, educational establishments, organisations which help us with our diversity and inclusion initiatives (including contextual recruitment services), identity verification services, occupational health providers, the references you provide to us, websites and other publicly accessible information on the Internet. Where permitted, 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.

Early Careers Quiz

Early Careers Quiz is available on our website, designed to help us gain insights into your careers aspirations and preferences. This information allows us to better understand your career goals, enhance our recruitment process, and communicate more effectively about

opportunities at Bird & Bird. This quiz is powered by Caypho, a trusted data processor with whom we have established robust contractual and technical safeguards to ensure your data is managed securely and in compliance with the relevant data protection regulations.

Contextual recruitment activities

We also use Rare Recruitment for contextual recruitment activities, which allow us to understand applicants within the context of their upbringing. Rare generates flags and performance indicators that help us identify where additional support or opportunities may be needed. This approach ensures that we consider the full potential of each candidate, enabling us to provide tailored support and foster a more inclusive recruitment process.

Verification and background checks

For certain positions, it will be necessary for us to verify the details you have supplied and to conduct pre-employment background checks. The level of checks will depend on your role, in particular whether you will occupy a regulated role, and will be conducted at as late a stage as is practicable in the recruitment process and often only after you have been selected for the position. 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:

Information processed	The purpose for processing	Our legal grounds for processing your information
Contact information (i.e., name, phone number, email address, home address)	To verify the details, you have supplied and to conduct pre-employment background checks	To pursue the legitimate interests of our own, such as having correct information available.
	Baseline Personnel Security Standard is carried out before you are allowed to work on classified matters	<ol style="list-style-type: none"> 1. To comply with our legal obligations; and 2. To perform our contracts with our clients.
Personal information (i.e., 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)	To verify the details, you have supplied and to conduct pre-employment background checks	<ol style="list-style-type: none"> 1. To pursue the legitimate interests of our own, such as having correct information available; and 2. To comply with our professional and legal obligation.
Administrative information (i.e., performance evaluation, management information re. course transcripts, certifications, assessments, etc.,)	To verify the details, you have supplied and to conduct pre-employment background checks	<ol style="list-style-type: none"> 1. To pursue the legitimate interests of our own, such as having correct information available; and 2. To comply with our professional and legal obligation.

Financial/benefit information	To verify the details, you have supplied and to conduct pre-employment background checks	To pursue the legitimate interests of our own, such as having correct information available.
Sensitive information (i.e., health information, sexual orientation, gender identification and expression, professional/trade union/works council memberships, Political Opinions, Disabilities, Criminal convictions, Political contributions, Charitable contributions, Biometric/Genetic Information and/or Location data)	To verify the details, you have supplied and to conduct pre-employment background checks	To pursue the legitimate interests of our own, such as having correct information available.
Log in data	To verify the details, you have supplied and to conduct pre-employment background checks	To pursue the legitimate interests of our own, such as security verification, access control, user authentication, and security incident investigation.

How we share your information

Your information will primarily be processed by employees in our Human Resources, Professional Practice, Risk and Compliance, IT and Finance, and Facilities departments. It will also be shared across Bird & Bird when necessary for business purposes, e.g., it will be provided to individuals within the relevant practice group if you apply for a practice-specific role.

We share personal data with third party organisations that provide us with services, including:

- technology service providers, for hosting, maintenance, administration and analysis;
- recruitment service providers, for application management or assessment systems and services, including video interviews;
- support and/or services concerning our diversity initiatives, including contextual recruitment activities; and
- agencies and organisations conducting background checks (where applicable).

In the event that Bird & Bird or its business is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchaser's adviser and will be passed to the new owners of the business.

If your personal data is transferred outside of the UK or the EEA to an organisation in a country which is not subject to an adequacy decision by the EU Commission, or an equivalent UK authority, or which is considered adequate as determined by applicable data protection laws, we will take steps to ensure your personal information is adequately protected (e.g. by way of EU Commission or UK

approved Standard Contractual Clauses, Binding Corporate Rules or by relying on such other data transfer mechanisms as available under applicable data protection laws). A copy of the relevant mechanism can be obtained for your review on request by using the contact details below.

How long will we retain your information

If you are successful: we will retain your personal data only for as long as we need it for Bird & Bird's legitimate interest in accordance with applicable law, for the purposes of the recruitment process and, once this process is finished, for an appropriate period so as to be able to deal with any legal claims linked to the application process. Recruitment records for successful applicants are generally kept for three years. After this period, we will take steps to delete your personal data or hold it in a form that no longer identifies you. If you are hired for a position at Bird & Bird relevant personal information you provide will become a part of your employee file and may be used later for the management of the employment relationship.

If you are not successful: we will retain your personal data with your permission for two years so we can keep you in mind for future recruitment processes.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, personnel information is generally only accessible for the purposes listed above by members of the HR Team and certain other persons who have a business need to know, as described in the section below.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We have also implemented various techniques to enhance email security and infrastructure. These measures are in place to safeguard the confidentiality and integrity of communications within Bird & Bird. As part of our commitment to maintaining a secure environment, we continuously assess and update our security protocols to stay ahead of evolving threats.

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

If, after contacting us, you have unresolved concerns, you have the right to complain the Information Commissioner's Office: www.ico.org.uk.

Right to withdraw consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for

that specific processing at any time. To withdraw your consent, please contact the Privacy Team, privacy@twobirds.com. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Additional requirements of local laws

This Privacy Notice complies with the requirements of the General Data Protection Regulation ("GDPR"). In some of the countries where Bird & Bird operates there may be local laws which impose requirements which are additional to, or different from, those of the GDPR. Where this is the case we will from time-to-time issue local notices or policies which supplement or amend this Early Careers Privacy Notice to ensure that the Firm fully complies with its legal obligations to you.

Changes to this notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Questions, Comments or Further information

Privacy Team.

If you have any queries, please contact your local HR Team. You can also email the Privacy Team, privacy@twobirds.com.

Policy Dated: April 202

Last Reviewed: August 2024

Thank you

twobirds.com

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