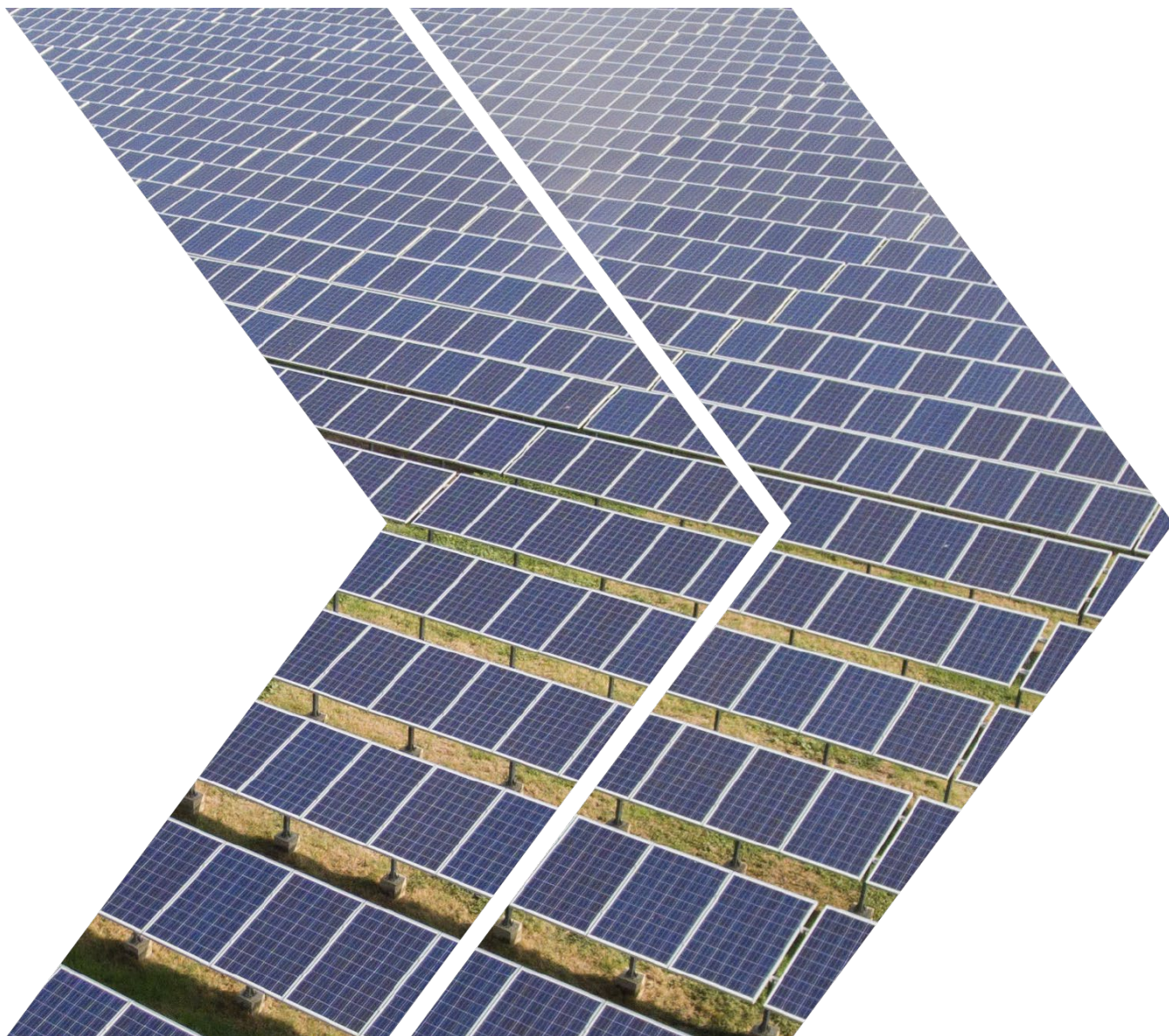


Privacy notice for job applicants

September 2026



1.1.1. What is the purpose of this document?

This notice describes how BII collects and uses your information in accordance with data protection laws

British International Investment plc (BII) is the controller of the personal data described in this notice. This notice explains how we collect, use, share and protect your personal data during the recruitment process and, where relevant, following a conditional offer of employment.

This notice applies to applicants for roles at BII and, where relevant, other entities in the BII group. It covers information collected from the point at which you apply, throughout assessment and selection, and during pre-employment checks and onboarding if we make you an offer. We may update this notice from time to time.

2. The kind of information we hold about you

Personal data is any information which identifies you as an individual.

Some special categories of personal data require a higher level of protection. These include information about your race or ethnicity, religious beliefs, sexual orientation, criminal records or health information. We also process information about legal sex, caring responsibilities and socio-economic background.

3. How is your personal data collected?

We collect personal data in the recruitment process, either directly from you or a recruiter, an employment agency, background check provider or occupational health practitioner. References are obtained from former employers or colleagues.

4. How we will use information about you

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile phone numbers, email address)	From you	To contact you in the course of an application and in any subsequent employment legitimate interests: to maintain job	When contacting you about your application (or, while your details are active in our recruitment platform, in relation to other positions for which

		application records and good employment practice.	we consider you may be suitable). To contact you during any subsequent employment.
Identity and right to work information	From you	To review your suitability for the job application. To comply with our legal obligations.	To manage the recruitment process, including assessing any necessary right to work requirements should you be recruited for the position.
Information about your health (including sensitive personal data regarding your physical and/or mental health)	From you	To support you with any reasonable adjustments in the recruitment process. To comply with our legal obligations. Legitimate interests: to maintain job application records, good employment practice, to comply with legal, regulatory and corporate governance obligations and to ensure safe working practices. To protect your vital interests in the case of a medical emergency.	To put in place any reasonable adjustments during the recruitment process. To assess your capacity to work on health grounds. To assess our legal obligations to you as your potential employer. In the onboarding process, we may share information that you have provided with medical and occupational health professionals that we engage. We may use information about your disability status, physical or mental health, to ensure your health and safety in the workplace and to assess your fitness to work and

			appropriate workplace adjustments.
Your gender, racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you	To comply with our legal obligations and for reasons of substantial public interests (equality of opportunity or treatment).	For management information purposes, to comply with our equal opportunities monitoring obligations and to follow our policies.
Criminal records information, including, where applicable, the results of Disclosure and Barring Service (DBS) checks	From you	To comply with our legal obligations. For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty).	In the onboarding process, to carry out statutory checks and screening relating to pre-employment, fitness and propriety checks. For certain roles, information may be shared with DBS and other regulatory authorities as required by regulation.

5. Conditional offer and pre-employment checks

If we make you a conditional offer of employment, we will collect additional information to carry out pre-employment checks and, if the offer becomes final, to complete onboarding. This may include qualification and professional membership documents, referee details, fitness and propriety declarations, criminal records declarations and health questionnaire information. If we make a final offer, we will also collect bank details, emergency contact details and pension scheme membership information.

We collect this information from you, your referees, relevant screening providers, and occupational health providers acting on our behalf. We use this information to assess your application, verify the information you have provided, confirm your identity and right to work in the United Kingdom, assess your qualifications and suitability for the role, obtain references, assess your fitness to work and any workplace adjustments that may be required, carry out regulatory and pre-employment screening, and complete onboarding if we make you a final offer.

For ordinary personal data, our legal bases are that the processing is necessary to take steps at your request before entering into a contract, to comply with our legal and regulatory obligations, and for our legitimate interests in operating and improving our recruitment processes, selecting suitable candidates, and maintaining recruitment records.

Where we process health information, we rely on the lawful bases above as relevant and, because this is special category data, on the condition that the processing is necessary for the purposes of carrying out obligations and exercising specific rights in connection with employment, social security, and social protection law and, where relevant, for assessing your working capacity and making appropriate adjustments.

Where we process criminal convictions and offence data, we do so only where authorised by UK law and where it is necessary for employment-related or regulatory purposes, with appropriate safeguards in place.

Where we collect equal opportunities information, we process this separately and only where permitted by law, including where necessary for reasons of substantial public interest.

We use this information to progress your application, complete pre-employment and onboarding checks, decide whether to make you a final offer, put in place any reasonable adjustments, comply with legal and regulatory requirements, and, if appointed, set you up as an employee.

We may share relevant information with referees, screening providers, occupational health providers, payroll and pension providers, and regulatory authorities where required by law or regulation.

We may process your personal data for other purposes as may be required by law or as you may request from time to time.

6. Data sharing

We may share your personal data with third parties, including service providers, professional advisers and other entities in the BII group, where this is necessary for the purposes described in this notice. We require third parties to respect the security of your personal data and to handle it in accordance with applicable law. If you have any questions about our international transfers, or would like further information about relevant recipients, please contact us at dataprotection@bii.co.uk.

6.1. How secure are our third-party service providers and other entities in the BII group?

All our third-party service providers and other affiliates and subsidiaries in the BII group are required to take appropriate security measures to protect your personal data in line with our policies. Save where required by law or for statistical purposes, we generally do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

6.2. When might you share my personal data with other entities in the group?

We will share your personal data with other affiliates and subsidiaries in the BII group as part of our regular reporting activities on company performance, recruitment, career planning and succession purposes, business re-organisation, group restructuring, system maintenance support and hosting of data.

6.3. Transferring information outside the UK or EEA?

Your personal data may be transferred to, stored in or accessed from countries outside the UK or EEA by BII or the recipients described in this notice. Some of these countries may not provide a level of protection for personal data that is regarded as equivalent to that in the UK or EEA. Where this happens, BII will take appropriate steps to protect your personal data in accordance with applicable data protection law. These steps may include relying on adequacy regulations or decisions, entering into appropriate contractual safeguards, and implementing additional measures where required. If you would like more information about international transfers and the safeguards we use, please contact us at dataprotection@bii.co.uk.

Similarly, personal data may also be transferred from countries other than the UK where BII has an office, including Bangladesh, Egypt, Ghana, India, Kenya, Nepal, Nigeria, Pakistan, Singapore and South Africa. Where such transfers take place, BII will also ensure that appropriate safeguards are in place to protect the personal data transferred from those countries in accordance with applicable data protection laws.

7. Data security

We have measures in place to protect the security of your personal data. Further details of these measures are available upon request to the data protection officer (DPO).

We have appropriate security measures in place to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know and who are subject to a duty of confidentiality.

We have procedures in place 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.

8. Data retention

How long will you use my information for? We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for or as required by law.

If you are in a specific hiring process or if applying for several roles, your details will remain active in our recruitment platform. Once that process is complete, your details will be archived after 12 months and you will be notified.

9. Right of access, correction, erasure and restriction

9.1. Your duty to inform us of any changes

It is important that the personal data we hold about you is accurate and current. We would be grateful if you could keep us informed if your personal data changes during the period that we hold your data. You can also do this by updating your details in the platform.

9.2. Your rights in connection with personal data

Under certain circumstances, you lawfully have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request rectification of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected. You can also do this yourself in the platform.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us

to delete or remove your personal data where you have exercised your right to object to processing (see below). You can also delete your details in the platform at any time.

Object to processing of your personal data where we are relying on a legitimate interests (or those of a third party) and you consider it is wrong to process on this ground. You should explain your particular situation and we will consider your objection.

Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact the DPO in writing.

Refuse automated individual decision-making, including profiling, which produces a legal effect or could significantly affect you and so have the right to obtain human intervention on the part of BII, to express your point of view, and to be able to contest the decision.

There may be circumstances in which we are not legally required to comply with your request or an exemption may apply under law.

10. Data protection officer

BII has appointed a DPO to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

11. Changes to this privacy notice

We reserve the right to update this privacy notice at any time. A new privacy notice will be provided when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

12. Complaints

If you have any concerns or complaints about how BII processes your personal data, including any concern that we may have infringed applicable data protection law in relation to your personal data, you have the right to raise this directly with us. You can submit a data protection complaint by contacting us at **dataprotection@bii.co.uk**. We will acknowledge receipt of your complaint within 30 days. We will then take appropriate steps to investigate and respond to your complaint without undue delay, including making relevant enquiries, keeping you informed of progress where appropriate, and telling you the outcome without undue delay once our review is complete. If you are not satisfied with our response, or if you consider that your complaint has not been handled appropriately, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters.



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