



Dear Applicant,

Information Notice – Processing of Personal Data

Curvature is committed to protecting the privacy of individuals applying to positions within Curvature and its affiliates, and will do everything in its power to ensure that the use of those individuals' information is carried out with due respect to their fundamental rights and freedoms, as well as their personal dignity, particularly in light of existing obligations on confidentiality and the processing of personal data. We require applicants to provide certain personal information and details in order to for these applications to be considered, and we would therefore like to explain the procedures and ways in which we handle data supplied to us.

As such, this Information Notice has been written, in order to allow you to understand Curvature's policy regarding your privacy, and how your personal information will be handled when applying to positions within Curvature and its affiliates. This Information Notice will also provide you with the needed information so that you are able to consent to the processing of your personal data in an explicit and informed manner, where appropriate.

In general, any information and data which you provide to Curvature, or which is otherwise provided to Curvature by recruitment agencies or similar third parties, will be used by Curvature in compliance with the internationally recognised principles of lawfulness, fairness, transparency, purpose limitation, storage limitation, data minimisation, accuracy, integrity and confidentiality.

1. Data Controller

The Data Controller regarding all processing operations carried out regarding personal data related to job applicants is the relevant Curvature affiliate you are submitting your application to (hereinafter "Curvature").

For any questions regarding the processing of Personal Data by Curvature, please contact: DataPrivacy@curvature.com.

2. Personal Data Processed

Curvature may collect information on you, as a job applicant, when you apply directly to a position within Curvature or one of its affiliates (e.g., by e-mail, in person), or when recruitment agencies (and other similar third parties) provide this information to Curvature, as requested by you.

This information is related to you as an individual and allows you to be identified (either directly, or together with additional information), which therefore classifies it as personal data ("**Personal Data**").



Personal Data which may be processed by Curvature, related to recruitment processes, are as follows:

a. Name, Contact Details and other Personal Data

When you apply to a position within Curvature, Curvature may collect information on you, such as your name, address and contact details (e.g., e-mail address, telephone number), as well as information included in your cover letter, CV and/or résumé, including details on your previous work experiences, salaries and allowances, academic and professional qualifications.

This information may also be collected or requested when you apply to a position when provided to Curvature by third parties (such as recruitment agencies) at your request.

Curvature may also collect and process Personal Data disclosed in applicants' professional social media profiles (e.g., LinkedIn), whenever this is considered necessary and relevant to the performance of the job being applied for.

b. Special Categories of Personal Data

CVs, résumés and cover letters, as well as other documents you may upload or provide to Curvature, may contain Personal Data - in particular, they may disclose (inadvertently or not) special categories of Personal Data, such as (but not limited to) information revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation.

Curvature asks that you do not disclose any such Personal Data in these documents, or by any other means when applying to a position within Curvature, unless you consider this to be strictly necessary. If you do, then this Personal Data will be processed by Curvature based on your explicit consent.

Without prejudice to the above, Curvature may ask you to provide certain special categories of Personal Data (racial or ethnic origin, religious or philosophical beliefs, sexual orientation), for the purpose of monitoring equal opportunities provided to applicants. These Personal Data will be anonymised / aggregated as soon as possible after their collection, to provide Curvature with non-individual statistics on applicants which are considered by Curvature. It is optional for you to provide these Personal Data, and you will suffer no detriment should you choose not to; where you choose to do so, Curvature will process them based on your explicit consent.

c. Other Persons' Personal Data

CVs, résumés and cover letters, as well as other documents you may provide to Curvature, may also (inadvertently or not) include Personal Data related to other persons. Additionally, you may provide Personal Data related to other persons when including information as to your professional references.

In any situation where you decide to share Personal Data related to other persons, you will be considered as an independent data controller regarding those Personal Data, and must assume all inherent legal obligations and responsibilities. You must ensure that you are lawfully entitled to disclose these Personal Data to Curvature (e.g., because you have those other persons' consent to do so).



Please note that, where you disclose Personal Data related to other persons beyond your lawful entitlement to do so, you must fully indemnify Curvature against any complaints, claims or demands for compensation for damages which may arise from the processing of those Personal Data, initiated by the third parties whose information is processed by Curvature following your initiative.

3. Purpose of the Processing

The main purpose for which Curvature intends to use your Personal Data is to manage submitted job applications, for possible recruitment to positions within Curvature and its affiliates. Curvature may also process your Personal Data in accordance with legal or regulatory requirements which may be applicable to Curvature.

Furthermore, Curvature may process your Personal Data for the purpose of monitoring equal opportunities provided to applicants.

4. Legal Grounds and Mandatory / Discretionary Nature of the Processing

Curvature will process your Personal Data, for the abovementioned purposes, due to this being necessary in order to potentially enter into an employment or similar agreement with you.

Curvature may also rely on its legitimate interests as a data controller, when assessing the professional social media profiles of candidates applying for certain jobs, when this is necessary and relevant for the performance of those jobs. Curvature's interest in this assessment is to ensure that the candidate has the appropriate qualifications, professional background and competence to perform the tasks applied for.

It is not mandatory for you to provide your Personal Data to Curvature for these purposes; however, if you do not, Curvature will not be able to manage any applications you submit to you.

Additionally, any special categories of Personal Data which you choose to submit to Curvature (as mentioned in Section 2(b) above) will be processed by Curvature based on your explicit consent. It is not mandatory for you to provide special categories of Personal Data to Curvature, and you will suffer no detriment if you choose not to.

Where Curvature is subject to a legal or regulatory requirement to process your Personal Data, the need to comply with that legal or regulatory requirement will be relied on for that processing.

5. Recipients of Personal Data

Your Personal Data may be shared, for the purpose listed in Section 3, with the following persons / entities (hereinafter, the "**Recipients**"):

- Other Curvature affiliates which may be interested in your application;
- Persons, companies or professional firms providing Curvature with advice and consultancy regarding accounting, administrative, legal, tax, financial and other matters related to recruitment, including recruitment agencies;

- Entities engaged as data processors, to provide certain services to Curvature which involve the processing of your Personal Data on Curvature's behalf, such as website hosting providers, website management providers and data storage providers;
- Public entities, bodies or authorities to whom your Personal Data must be disclosed, under the applicable law or following binding orders from those entities, bodies or authorities;
- Persons authorised by Curvature to process Personal Data needed to carry out activities related to the management of recruitment processes and connected activities, who have undertaken an obligation of confidentiality or are subject to an appropriate legal obligation of confidentiality (e.g., Curvature employees).

6. Transfers of Personal Data Outside of the European Economic Area

Considering Curvature's worldwide presence and business operations, your Personal Data may be transferred to Recipients located in several different countries. Curvature implements appropriate safeguards to ensure the lawfulness and security of these Personal Data transfers, such as by relying on adequacy decisions from the European Commission, standard data protection clauses adopted by the European Commission, or other safeguards or conditions considered adequate to the transfer at hand under the applicable legislation.

For further information on any such transfers carried out, as well as the safeguards / conditions implemented by Curvature, please contact: DataPrivacy@curvature.com

7. Retention of Personal Data

Your Personal Data, together with your account, will be stored by Curvature for a period of up to 6 months from when they are received by Curvature, or from the most recent modification or update you make to any Personal Data submitted. After this period, your Personal Data will be destroyed.

Additionally, whenever it becomes clear that an offer of employment will not be made to you, or that an offer of employment made to you is not accepted, your Personal Data will be destroyed.

Personal Data processed in order to comply with legal or regulatory requirements will be kept for the period set out in the legal or regulatory obligation.

8. Data Subjects' Rights

As a data subject, you are entitled to exercise the following rights before Curvature, at any time:

- Access your Personal Data being processed by Curvature (and/or a copy of that Personal Data), as well as information on the processing of your Personal Data;
- Correct or update your Personal Data processed by Curvature, where it may be inaccurate or incomplete;
- Request erasure of your Personal Data being processed by Curvature, where you feel that the processing is unnecessary or otherwise unlawful;



- Request the restriction of the processing of your Personal Data, where you feel that the Personal Data processed is inaccurate, unnecessary or unlawfully processed, or where you have objected to the processing;
- Exercise your right to portability: the right to obtain a copy of your Personal Data provided to Curvature, in a structured, commonly used and machine-readable format, as well as the transmission of that Personal Data to another data controller;
- Object to the processing of your Personal Data, based on relevant grounds related to your particular situation, which you believe must prevent Curvature from processing your Personal Data; or
- Withdraw your consent to processing (where applicable).

Aside from the above means, you can also exercise your rights described above by sending a written request to Curvature at the following address: DataPrivacy@curvature.com

In any case, please note that, as a data subject, you are entitled to file a complaint with the competent supervisory authorities for the protection of Personal Data, if you believe that the processing of your Personal Data carried out by Curvature is unlawful.

IMPORTANT:

By clicking the box below, you confirm that you have read and understood the above Information Notice, and consent to the processing of your personal data (including any special categories of personal data you submit), for the purposes mentioned above - where applicable.

- I have read and understood this Information Notice.
- I hereby consent to the processing of Special Categories of Personal Data concerning myself, under the terms and for the purposes described in this Information Notice.