

Privacy notice for job applicants

This privacy notice provides you with information about how your personal data is processed when you apply for a position with Trilateral Research so that you are aware of how and why we are using your data and what your rights are under data protection law. This notice explains how and why we collect your personal data in connection with our recruitment activities and in line with our obligations under UK GDPR 2021, Regulation (EU) 2016/679 (GDPR) and data protection law of the UK and Ireland respectively.

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 using personal data about you so that you are aware of how and why we are using such data and what your rights are under data protection law. If you have any queries in relation to this or any other privacy notices, please contact the data protection team at: dpo@trilateralresearch.com

Our commitment to the data protection principles

At Trilateral Research, we value your privacy and your data protection rights. We are committed to safeguarding and protecting your personal data and using it in accordance with the applicable data protection framework. More specifically, Trilateral Research takes all appropriate measures to respect the key principles which lie at the heart of the general data protection regime. These key principles are set out right at the beginning of the UK GDPR and EU GDPR and they both directly and indirectly influence the other rules and obligations found throughout the legislation. Therefore, compliance with these fundamental principles of data protection is the first step for Trilateral Research in ensuring that we fulfil our obligations under the UK GDPR and EU GDPR. The following is a brief overview of the Principles of Data Protection when using your personal data:

1. Lawfulness, fairness and transparency – We use your personal information lawfully, fairly and in a transparent way.
2. Purpose limitation – We collect your personal information only for specified, explicit and legitimate purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

3. Data minimisation – We use minimal, adequate, relevant and limited-to-what-is-necessary personal information in relation to the stated purposes.
4. Accuracy – We take all reasonable and necessary steps to ensure that your data is accurate and up to date.
5. Storage limitation – We keep your personal information only as long as is necessary for the specific purposes of the described data processing.
6. Integrity and confidentiality – (known as the Security principle) We keep and process your personal information securely to protect it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
7. Accountability – We are in a position to demonstrate our compliance with data protection law and our obligations under the UK GDPR and EU GDPR and national data protection law.

Who we are

Trilateral Research Ltd (“Trilateral Research” or “we” or “us”) is a UK limited liability Company. We are registered in England and Wales under company number 0869869 and have our registered office at One Knightsbridge Green, London, SW1X 7QA.

In 2017, Trilateral Research opened an office in the Republic of Ireland as a wholly-owned Limited Company, registered under company number 616396, with registered offices in FDW House, Blackthorn Business park, Coes Road, Dundalk, Co. Louth, A91 RW26, Ireland, trading at Marine Point, 2nd Floor, Belview Port, Waterford, X91 W0XW,

This Privacy Notice applies to both our UK and Irish entities as the data controllers of your personal data and inquiries regarding this privacy notice and data subject rights can be made via DPO@trilateralresearch.com.

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The contact details of our Data Protection Team

Should you have any queries or concerns regarding your personal data, or wish to exercise any of your rights, then please contact our Data Protection Team:

Email: DPO@trilateralresearch.com

UK:

Telephone: + 44 (0) 207 052 8285

Post: Trilateral Research, 1 Knightsbridge Green, London SW1X 7QA

Ireland:

Telephone: +353 (0)51 833 958

Post: Trilateral Research IE, 2nd Floor Marine Point, Belview Port, Waterford, X91 W0XW

The types of personal data we collect

In connection with your application for working with us, we are required to collect and process the following categories of personal information about you:

- The information you have provided to us in your application form, curriculum vitae (CV) and cover letter;
- Information provided as part of interviews, assessments and any communication with us;
- Nationality/visa/; (e.g. passport, driving licence, National Insurance number);
- Copies of right to work documentation as well as immigration records;
- Bank account details and tax information if your application is successful and to pay expenses where necessary;
- Results of pre-employment screening checks (e.g., credit history, security vetting, criminal records check where permitted or required under law). If your application is successful, we may carry out criminal records checks depending on the nature of the position and in accordance with our legal obligations or based on our legitimate interest or that of a third party to carry out pre-employment screening.

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We will not normally ask you to reveal any special categories of personal data during the recruitment process, unless you volunteer the data. Special category data is information that might be seen as more sensitive or 'private'. However, we may need to collect special categories of personal information from you at a later stage in the recruitment process if we are required to do so by law, such as health data for social security and healthcare purposes. When special categories of personal data are collected, this is in accordance with law.

If you fail or refuse to provide information when requested, including evidence of qualifications and of previous working experience, we may not be able to process your application successfully and carry out any further processing related to your recruitment.

How we collect your personal data

We collect personal information about you directly when you apply for a position and during the recruitment process. We may also collect personal information about you from third-party sources such as:

- References from your named referees;
- Background check providers, including results in respect of criminal convictions;
- Verification of information provided during the recruitment process by contacting relevant third parties (for example previous employers and research partners);
- Information from publicly accessible sources such as social media and your research profile;
- Recruitment agencies;
- Credit reference agencies. (Only in very particular situations and a full explanation will be provided before such processing is undertaken).

Where we have collected your personal data from a third party we will comply with our obligations under Article 14 of the UK GDPR and EU GDPR where required.

The lawful bases for processing your personal data

Under UK GDPR and EU GDPR, before Trilateral Research process any personal data, we must have a lawful basis to do so. There are 6 lawful basis in total. We may rely on more than one lawful basis to process your personal data during and in connection with your recruitment process.

- You have provided us with your consent for this data processing. Your consent is freely given and your application for any position is voluntary;
- It is in our legitimate interests or those of a third-party to process your personal information in the administration of your application and for general recruitment purposes;
- We will also process your personal data where it is required by the applicable legislation;

During the course of your application it may also be necessary to process special categories of personal data where we have obtained your explicit consent or where permitted by applicable laws.

What we do with your personal data

As an employer, Trilateral Research needs to process information about you for normal recruitment purposes. The information we hold and process will be used to manage your application for the advertised position, access your suitability, contact you and administrative use. We keep your data and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process. In particular, we process your personal data to;

- Assess and progress your application;
- Assess your skills, qualifications, and suitability for the position;
- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;

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- Decide whether to enter into a contract of employment with you;
- Use your personal information to consider you for other positions;
- Conduct checks for eligibility to work in the UK and Ireland as required by immigration laws, such as passport and visa documentation. We are not registered as a sponsor in Ireland and any relevant data processing will be administered by Trilateral Research UK ;
- Keep records related to our hiring processes;
- Comply with legal or regulatory requirements.

In cases where we collect special categories of personal data about you, we will use this information only in the following ways and on a strictly necessary basis:

- We will use information about your health (e.g. disabilities) to consider whether we need to provide appropriate facilities during the recruitment process;
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, if required for meaningful equal opportunity monitoring and reporting.

Automated decision-making (making a decision solely by automated means without any human involvement)

You will not be subject to any decisions that will have a significant impact on you based solely on automated decision-making.

The recipients of your personal data

We will share your personal data with third parties where required by law, where it is necessary to administer our relationship with you or where we have another relevant, carefully assessed legitimate interests in doing so. In particular, we engage support providers under contract to:

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- provide HR and financial accounting services;
- provide professional advice, including lawyers, auditors and insurers;
- provide IT functions including system management and security.

It is our policy to only use third-party support providers that are bound to maintain appropriate levels of data protection, security and confidentiality, and that comply with any applicable legal requirements for transferring personal data outside the EEA/EU.

We may also share personal data when required by law. In particular, we may have to share personal data with:

- The UK National Security Vetting Service and / or IE National Garda Vetting Unit;
- Law enforcement or other government and regulatory agencies and other Government Departments (e.g., HMRC or Irish Revenue) or to other third parties as required by, and in accordance with applicable law or regulation;

We may also share personal data between our entities in Ireland and the UK as part of our regular reporting activities on company performance, in the context of business management and reorganisation and for purposes connected with your employment.

How long do we retain personal data?

We retain your personal data to provide our services and carry out our tasks in connection with your recruitment, stay in contact with you and to comply with applicable laws, regulations and professional obligations that we are subject to.

We retain your personal information for the necessary period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted recruitment in a fair and transparent way. Upon the completion of the retention period, we will securely dispose of your personal information in accordance with the applicable legislation. In particular:

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- If your application is unsuccessful and you are not called for interview, we will not retain your data unless we believe there may be a future role to which you may be suited. In this case, we will ask your permission to retain your data on file for 12 months.
- If you have been called to interview but are ultimately unsuccessful we will hold your data and notes from the interview process for 12 months after a decision is reached to facilitate any query related to the interview process.
- Where required by law and in connection with our visa sponsor license, we will keep the candidates' personal data collected during the recruitment process for one year from the date we end our sponsorship of a sponsored migrant or until a Home Office compliance officer has examined and approved them, whichever is the longer period.
- If your application is successful, we will retain relevant personal data as part of your employee record. Please refer to the General Privacy Policy and our internal policies and procedures for a detailed description of these retention periods.
- When your data is not longer to be kept, we will delete it securely and destroy any paper records in accordance with best practice.

Location of processing

It is our preference to process personal data within the EEA whenever possible using servers located in the European Economic Area (EEA). However, we do process some accounting data in the US . Any transfer of your personal data outside the US is safeguarded by the implementation of Standard Contractual Clauses approved by the European Commission in the data processing agreement we have with our US-based service provider.

Do we use cookies?

Cookies are small text files stored on your computer when you visit certain websites. These cookies, and other similar technologies, allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allows us to improve our

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site. Where cookies are used, a statement will be sent to your browser explaining the use of cookies. Our cookie management tool allows you to specify your preferences for those cookies that are placed for by this website which are not strictly necessary for its delivery. You can manage your cookie preferences or for more detailed information about cookies we use, please see - [Privacy and Terms - Trilateral Research](#)

How we secure your personal data when we process it

We have put in place appropriate technical and organisational measures supported by security policies and procedures to protect personal data (including sensitive personal data) from loss, misuse, alteration or destruction. We aim to ensure that access to your personal data is password protected and role-based. We encrypt all data stored at our central location and access to data is restricted only to those who need to access it. Those individuals who have access to the data are required to maintain the confidentiality of such information and receive regular training in data protection. We install and regularly update all security and anti-virus software in use on all of our systems. Where we engage data processors we do so only where we have assurance in their ability to meet their obligations under data protection law and, they will only process your personal information on our instructions, and they are subject to a duty of confidentiality. Please be aware that the transmission of data via the Internet is not completely secure. Whilst we do our best to try to protect the security of your personal data, we cannot ensure or guarantee the security of your data transmitted to our site.

Your data protection rights

You have the following rights in relation to your personal data that we process. You can exercise your rights by emailing us at DPO@trilateralresearch.com, including:

- **Right to withdraw consent**–You can withdraw your consent at any time that you have previously given to one or more specified purposes to process your personal data. This will not affect the lawfulness of any processing carried out before you withdraw your consent. It may mean we are not able to provide certain products or services to you and we will advise you if this is the case;
- **Right of access**–You can ask us to verify whether we are processing personal data about you, and if so, to have access to a copy of such data;

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- **Right to rectification**– You can ask us to correct our records if you believe they contain incorrect or incomplete information about you. Please note that you are responsible for providing correct, accurate, complete and up-to-date information with regard to your job application. In certain circumstances Trilateral can refuse a request for rectification;
- **Right to erasure**–You can ask us to erase your personal data after you withdraw your consent to processing or when we no longer need it for the purpose it was originally collected. The right to erasure is not absolute right and only applies in certain circumstances;
- **Right to restriction of processing**–You can ask us to temporarily restrict our processing of your personal data if you contest the accuracy of your personal data, prefer to restrict its use rather than having us erase it, or need us to preserve it for you to establish, exercise, or defend a legal claim. A temporary restriction may apply while verifying whether we have overriding legitimate grounds to process it. You can ask us to inform you before we lift that temporary processing restriction. The right to restrict processing is not absolute right and only applies in certain circumstances;
- **Right to data portability**–In some circumstances, where you have provided personal data to us, you can ask us to transmit that personal data (in a structured, commonly used, and machine-readable format) directly to another company. The right only applies to information an individual has provided to Trilateral;
- **Right to object**–You can object to our use of your personal data for direct marketing purposes, including profiling or where processing has taken the form of automated decision making. However, we may need to keep some minimal information (e.g., email address) to comply with your request to cease marketing to you;
- Right to make a complaint to the [UK Information Commissioner’s Office](#) and [Irish Data Protection Commission](#) regarding any concerns you may have about our processing activities relating to your personal data.

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Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/>
Tel: 0303 123 1113

Data Protection Commission

21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland

www.dataprotection.ie
Tel: +353 57 868 4800

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information or to exercise any of your other rights. This helps us to ensure that personal data is not disclosed to any person who has no right to receive it. No fee is required to make an initial request unless your request is clearly unfounded or excessive. Depending on the circumstances, we may be unable to comply with your request based on other lawful grounds but if this is the case, we will explain these to you.

Referees

If you provide any information in relation to third parties or referees, you are responsible for obtaining their consent and ensuring they are aware that information about them and their contact details will be forwarded to Trilateral Research prior to us contacting them for a reference.

Direct Marketing

We will not use personal information about you for marketing purposes. We will ask for your consent prior to sending you communications about future events and opportunities that are relevant to you. If you want to receive our newsletter, please join our mailing list [Join our Newsletter](#).

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Do we change this Privacy Notice?

We keep our privacy notices under regular review. This privacy notice was last updated on 8 April 2022. We want to hear from you and keep your data safe, accurate and complete. Please keep us updated about any changes regarding your personal data during your relationship with us and please ensure you regularly review the privacy notice for any updates.

Candidates' declaration

Candidates declare that:

- They provide accurate and true information.
- They do not provide information related to a third party, unless explicitly authorised and consent has been gained by the third party.

Contact us

If you have any concerns as to how your data is processed, you can contact us per email or per post:

Trilateral Research Ltd, One Knightsbridge Green, London, SW1X 7QA, United Kingdom

Trilateral Research IE, 2nd Floor Marine Point, Belview Port, Waterford, X91 W0XW, Ireland

DPO@trilateralresearch.com

We will respond to your queries within 30 days from when we receive them.

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