

## 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.

### 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.

Our subsidiary company Trilateral Research Limited is an Irish limited liability company registered in Ireland under company number 616396, with registered offices in FDW House, Blackthorn Business Park, Coes Road, Dundalk, Co. Louth, A91 RW26.

This privacy notice applies to both our UK and Irish entities as the data controller of your personal data.

### Our commitment to the data protection principles

At Trilateral Research, we are committed to safeguarding and protecting your personal data. More specifically, Trilateral Research takes all appropriate measures to respect the key principles which lie at the heart of our data protection obligations.

### The types of personal data we collect

In connection with your application to work with us, we may process the following categories of your personal data:

- 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;
- Identification and right to work information.

If your application is successful, we may carry out pre-employment screening checks (e.g., security vetting, criminal records check where necessary and/ or required under law).

We will not normally ask you to reveal any special categories of personal data during the recruitment process, unless you volunteer this information. Special category data is information that might be seen as more sensitive or 'private'. However, we may need to collect these special categories from you at a later stage in the recruitment process

UK

Phone: +44 (0) 207 0528 285

Email: [info@trilateralresearch.com](mailto:info@trilateralresearch.com)

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London SW1X 7QA, UK

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Port, Waterford, X91 W0XW, Ireland

if we are required to do so by law, such as health data to provide reasonable accommodations.

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

### How we collect your personal data

We collect personal data directly from you when you apply for a position and during the recruitment process. Where applicable, we may also collect personal data 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. We may rely on more than one lawful basis to process your personal data during and in connection with the recruitment process:

- You have provided us with your consent for this data processing. For example, we may ask for your consent to hold your information on file if we believe there may be a future role that you may be suited to;
- It is in our legitimate interests or those of a third-party to process your personal data in the administration of your application and for general recruitment purposes;
- We process your personal data where it is required by the applicable legislation.
- Where such processing of your information is necessary in order to take steps to enter into an employee contract with you.

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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/required by applicable laws.

#### What we do with your personal data

Trilateral Research processes your information for a number of recruitment purposes. 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;
- Decide whether to enter into a contract of employment with you;
- Use your personal data 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;
- Retain records related to our hiring processes;
- Investigate or defend against claims;
- Comply with legal or regulatory requirements.

#### The recipients of your personal data

We may share your information with a third party as part of our recruitment process and related activities. In particular, we engage support providers under contract to:

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

It is our policy to only use third-party processors 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 UK and/or 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 as required by, and in accordance with applicable law or regulation;

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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 application.

#### How long do we retain personal data?

We retain your personal data for period of time following your application. In particular:

- If you are unsuccessful in your application, we will hold your information for 12 months after a decision is reached to facilitate any query related to the application process, and to demonstrate in the event of a claim that we have not discriminated against candidates on prohibited grounds and that we have conducted recruitment in a fair and transparent way.
- If you are unsuccessful but we believe there could be a future role to which you may be suited to, we may ask your permission to retain your data on file for 12 months.
- If your application is successful, we will retain relevant personal data as part of your employee record.

#### Location of processing

It is our preference to process personal data within the UK and EEA whenever possible. However, in some cases, third country transfers outside the UK and EEA may occur. In such a case, where a country does not have an [adequacy decision](#), Trilateral Research applies appropriate safeguards through Standard Contractual Clauses approved by the European Commission. You may request a copy of the SCCs by contacting our team via the contact details shown in the 'how to contact us' section.

#### Do we use cookies?

Our websites use cookies. To learn more, please refer to our [cookie policy](#).

#### How we secure your personal data when we process it

We implement and enforce technical and organisational security policies and procedures to protect personal data (including sensitive personal data) from loss, misuse, alteration and destruction. Individuals with access to personal data are required to maintain the confidentiality of such information.

#### Your data protection rights

You have the following rights in relation to your personal data. You can exercise your rights by emailing us at [dpo@trilateralresearch.com](mailto:dpo@trilateralresearch.com), including:

UK

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- **Right to withdraw consent.** If you have previously given your consent, you can withdraw it at any time. This will not affect the lawfulness of any processing carried out before you withdraw your consent.
- **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;
- **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. Please keep us updated about any changes regarding your personal data during your relationship with us. 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 in certain cases;
- **Right to data portability.** In some circumstances, you can ask us to transmit your personal data directly to another company. The right only applies to information you have provided to us, and under specific lawful bases;
- **Right to object.** You can object to our processing of your personal data justified by our or third party's legitimate interests, on grounds relating to your particular situation. This right is not absolute and we may continue to process your data if we can prove compelling legitimate grounds for doing so;
- **Right to make a complaint** to the [UK Information Commissioner's Office](https://ico.org.uk/) and [Irish Data Protection Commission](https://www.dataprotection.ie) regarding any concerns you may have about our processing activities relating to your personal data.

Information Commissioner's Office	Data Protection Commission
<p style="text-align: center;"><b>Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</b></p> <p style="text-align: center;"><a href="https://ico.org.uk/">https://ico.org.uk/</a></p> <p style="text-align: center;"><b>Tel: 0303 123 1113</b></p>	<p style="text-align: center;"><b>21 Fitzwilliam Square South Dublin 2 D02 RD28 Ireland</b></p> <p style="text-align: center;"><a href="http://www.dataprotection.ie">www.dataprotection.ie</a></p> <p style="text-align: center;"><b>Tel: +353 57 868 4800</b></p>

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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.

### How to contact us

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](mailto: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

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

### Changes to the privacy notice

We keep our privacy notices under regular review. This privacy notice was last updated during October 2023. For any updates, please return to the privacy notice.

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