

Candidate Privacy Policy

1. POLICY STATEMENT

Falcon Finance (“**Falcon Finance**”, “**we**” or “**us**”) is committed to safeguarding the information of individuals applying for positions at Falcon Finance and its affiliates (“**you**”) and to complying with all applicable data protection laws. This Candidate Privacy Policy (this “**Policy**”) outlines how Falcon Finance as a data controller collects, uses, stores and discloses your personal data.

2. COLLECTION AND USE OF YOUR PERSONAL DATA

Falcon Finance, along with its affiliates may collect various types of personal data about you for the purposes described in this Policy, which may include:

- **personal details and identification information** (e.g. your name, gender, nationality, civil/marital status, date of birth, national ID number and passport number)
- **personal contact details** (e.g., address, telephone, mobile number and email);
- **recruitment and selection data** (e.g. skills and experience, qualifications, references, CV and application, interview and assessment data, work and personal references, right to work verification, information related to the outcome of your application, details of any offer made to you); and
- **electronic and physical communication information** (e.g. in- and outbound emails including attachments, phone conversations, chat or other instant messaging).

As part of our recruitment process, we may also conduct background verifications on our final candidates to assess their suitability for the position, where the following personal data may be collected:

- **vetting and verification information** (e.g., summary credit history, bank account details, tax-related information, and information required to undertake required checks for money laundering, criminal activities, corruption, terrorist financing and related matters).

It is important to note that the above is not an exhaustive list, and additional personal data may be collected depending on the specific requirements and circumstances of the recruitment process, where permitted by applicable laws.

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In addition, we may process and use the personal data you provide through various channels for the purpose of processing your application. These channels include:

- **careers website:** personal data you submit through our dedicated careers website;
- **referrals:** personal data provided by individuals who refer you for a job opportunity at Falcon Finance;
- **background check service providers:** personal data obtained from third-party service providers engaged to conduct background checks as part of the recruitment process; and
- **recruitment agencies/search firms:** personal data received from recruitment agencies or search firms involved in the recruitment process.

Our processing activities will be limited to what is directly relevant to your candidacy, which may include conducting necessary assessments and validations to evaluate your skills and professional standing. Where applicable, according to the jurisdiction you are in, we may seek your consent to process such personal data.

If you provide personal data about any third party, including references as part of your application, it is your responsibility to inform these individuals that their personal data will be disclosed to us. You should also provide them with a copy of this Policy.

3. PURPOSES OF PROCESSING YOUR PERSONAL DATA

The personal data you provide to Falcon Finance will be processed for the purpose of processing your application for the specific position you have applied for. We will use this information to:

- undertake recruitment activities, such as determining the suitability of a candidate's qualifications, maintaining information on the status of your application;
- conduct background and reference checks, as relevant and where permitted by law;
- facilitate communication with you throughout the recruitment process, including scheduling and conducting interviews, whether in person or remotely;
- maintain records related to our hiring processes; and

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- comply with any legal or regulatory requirements.

Your personal data will be handled with utmost confidentiality and in accordance with applicable data protection laws.

In compliance with applicable laws, your personal data may be retained and used for the purpose of processing your application for other suitable open positions within Falcon Finance and its affiliates, unless you explicitly object to such processing, in which case, your personal data will be deleted.

4. PURPOSES OF AND BASIS FOR PROCESSING YOUR PERSONAL DATA

The processing of your personal data is based on either your consent or, in certain cases, the performance of a contract with you (e.g., as outlined in Article 6(1)(a) and 6(1)(b) of the GDPR). We require your personal data to facilitate the recruitment process, and without it, we will be unable to consider you for a job offer. Additionally, any processing of personal data obtained from other sources is based on our legitimate interest (e.g., as per Article 6(f) of the GDPR). It is in our legitimate interest to assess your suitability for the role, as appointing the right candidate is beneficial to our business. Processing your personal data is also necessary for us to determine whether to enter into a contract of employment with you.

5. TRANSFER OF YOUR PERSONAL DATA

By submitting your application for a position with us, you acknowledge and agree that your personal data will be transferred to Falcon Finance and its affiliates. Additionally, your data may be shared with third-party service providers who are bound by confidentiality agreements and engaged in the recruitment process, including pre-employment checks on prospective employees.

Your personal data may also be shared with relevant authorities, such as regulators or enforcement bodies, as required by applicable laws and regulations. Furthermore, your data may be disclosed to the referees provided during your recruitment process. Additionally, it may be shared with any legitimate recipient of communications required by laws or regulations.

Please note that your personal data may also be transferred globally to our affiliates and third-party service providers which are located outside your country of residence. In such cases, Falcon Finance will ensure that appropriate measures are in place to ensure an adequate level of personal data protection.

6. USE OF THIRD-PARTY SERVICE PROVIDERS

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Falcon Finance may engage various third-party service providers as part of its recruitment process and normal business operations. These service providers can include recruitment agencies/search firms, recruiting software and applicant tracking system providers, candidate assessment platforms, interview scheduling platforms, background check companies, and hiring analytics platforms.

We take great care in selecting these service providers and we ensure that written agreements are in place to govern the handling of personal data. These agreements require the service providers to:

- implement appropriate data protection and security measures to safeguard your personal data;
- use your data strictly in accordance with Falcon Finance' instructions and for the sole purpose of carrying out the agreed-upon services; and
- store your personal data only within the parameters defined in this Policy.

Each third-party service provider is responsible for maintaining an adequate level of personal data protection and confidentiality.

Falcon Finance is committed to ensuring that your personal data is handled securely and in compliance with applicable data protection laws throughout the recruitment process.

7. PROTECTION OF YOUR PERSONAL DATA

Falcon Finance takes the necessary steps to protect your personal data by employing appropriate administrative, technical, personnel, and physical measures. These measures are implemented to ensure the security and confidentiality of your personal data.

Electronic data containing your personal information are securely stored on corporate drives, and access is restricted to authorized individuals who require the information for legitimate purposes related to the recruitment process. This helps to prevent unauthorized access, disclosure, or alteration of your personal data.

In addition, where we transfer your data to third party service providers processing data on our behalf, we take steps to ensure they meet our data security standards, so that your personal data remains secure.

By implementing these measures, Falcon Finance aims to protect your personal data from unauthorized access, accidental loss, or alteration, and to ensure that your data is handled in accordance with applicable data protection laws and regulations.

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8. RETENTION OF YOUR PERSONAL DATA

We will only retain personal data for as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal, regulatory or internal policy requirements, whichever is longer. In general, although there may be exceptions, data relating to unsuccessful candidates for our roles is kept for 24 months after the date on which we notify you that your most recent application has been unsuccessful; data relating to potential candidates for our roles is kept for 24 months from the date of our last recorded communication with you. Any maximum storage term set forth by applicable local law will prevail.

9. YOUR RIGHTS

As a candidate who has applied for a role, you have certain rights regarding your personal data, including the rights to:

- access and to obtain a copy of your personal data as processed by Falcon Finance. If you believe that any information we hold about you is incorrect or incomplete, you may also request the correction of your personal data;
- object to the collection, use, storage, transfer or other processing of your personal data as described in this Policy;
- request the discontinuance of collection, use, storage, transfer or other processing of your personal data as described in this Policy;
- request erasure of your personal data;
- request restriction on the processing of your personal data; and/or
- withdraw your consent where we obtained your consent to process your personal data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

Please note that when you initially apply for a role with us, you have provided consent for us to process your personal data for the purposes of the recruitment process. You have the right to withdraw your consent for such personal data processing at any time. If you choose to withdraw your consent, we will no longer process your application, and your personal data will be securely disposed of.

To exercise any of your rights or if you have any questions or concerns about the processing of your personal data, please contact us at legal@falcon.finance.

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Additionally, you have the right to lodge a complaint with a data protection authority if you believe your rights have been violated.

We are committed to respecting and facilitating the exercise of your rights in accordance with applicable data protection laws.

10. CHANGES TO THIS POLICY

We may modify or update this Policy from time to time as necessary. We encourage you to review this Policy periodically to stay informed about any updates or changes.

Date: 2 April 2025