This Notice applies to candidates applying for employment with:

Frieze Publishing Limited and Frieze Events Limited

RECRUITMENT NOTICE: PROCESSING OF PERSONAL DATA

1 Contact details: Your personal information is collected by Frieze Publishing Limited and Frieze Events Limited who are the data controller of the information we hold about you for the purposes of relevant data protection legislation. For more information on who are the data controllers of your information, please contact the HR department. On occasion, your recruiting Endeavor company will be a joint controller with WME IMG LLC, in particular in relation to our centralised systems such as those for monitoring and annual reviews / performance evaluation. In all cases, any complaints and requests to exercise data subject rights should be addressed to the HR department or at the contact details below. This statement sets out what information the data controller and its subsidiaries and affiliates, will collect and process about you. You can contact us at HR@frieze.com. If you have any questions or complaints in relation to the use of your personal information or this Recruitment Notice, you can contact HR@frieze.com.

2 Personal Information Collected: We collect the information below about you during the recruitment process where applicable. If you fail to provide certain information when requested we will not be able to progress your application.

- Information provided in your curriculum vitae, application form, covering letter and during the interview process including: your name, date of birth, age, gender, home address, personal email address, personal phone numbers, personal websites and social media pages, education, qualification and work experience details, salary details and references.

- Information collected or created by us during the recruitment process including: interview notes and correspondence between us.

- Special categories of personal data including: information relating to disabilities, physical or mental health information and immigration/naturalisation records (if this discloses racial/ethnic origin information).

3 How we use personal information: We use your personal information to progress the recruitment process, assess and make a decision about your suitability for a role, to communicate with you and to carry out reference checks. We will also use your information to comply with legal and regulatory requirements.

4 Sources of Information: This information is either (a) provided by you; (b) obtained from third parties through the application and recruitment process; or (c) created by us in the course of the recruitment process.

5 Why we use personal information: We will use the information collected from you because: (1) it is necessary for us to do so before entering into a contract with you; (2) we need to process your information in order to comply with a legal or regulatory obligation; or (3) because we or a third party have a legitimate interest to: (a) ensure the effective administration
and management of the recruitment process; (b) ensure we hire a suitable individual for a role; (c) deal with disputes and accidents and take legal or other professional advice; and (d) ascertain your fitness to work.

6 **How we use special category personal information:** We will process your special categories of personal data (1) to consider whether we need to provide appropriate adjustments during the recruitment process and to ascertain your fitness to work; (2) for equal opportunity monitoring purposes; or (3) to comply with any legal or regulatory obligation.

7 **Why we use special category personal information:** We will use special categories of personal information collected about you because: (1) you have provided your explicit written consent; (2) we need to do so to carry out our legal obligations; (3) it is necessary for the establishment, exercise or defence or legal claims on in relation to court cases; (4) there is a substantial public interest; (5) it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent.

8 **Information about criminal convictions:** As part of the recruitment process we may carry out criminal background checks. We use these checks (1) to assess your suitability for a regulated role; (2) to protect your interests, our interests and third party interests; (3) because it is necessary in relation to legal claims. We are allowed to use your personal information in this way where we have provided your explicit consent or it is necessary to carry out our employment rights and obligations.

Automated decision making: We do not envisage that any decisions will be taken about you using automated means. However we will notify you in writing if this position changes.

9 **Information that we share:** We will only share your personal information with the following third parties for the purposes of processing your application: (1) employment agencies, (2) background check and online test providers, (3) credit reference agencies and (4) regulators and competent authorities. We will also share personal data within our group for the purposes of administration, accounting and reporting purposes.

10 **Retention of your information:** We will retain your personal information for the duration of the recruitment process and for the length of any applicable limitation period for claims which might be brought against us later. If you are successful in applying for a position, your personal information will be retained for a further period, as set out within our Employee Privacy Notice.

11 **Where your information will be held:** We may transfer the personal information we collect about you to the USA and other countries outside the EU for the purposes of administrating the recruitment process, subject to us implementing appropriate safeguards. If you would like to obtain copies of such safeguards you can request them from us on the contact details above.

12 **Your rights:** You have the following rights in connection to your data: the rights of access, correction, erasure, objection, restriction, transfer, and the right to withdraw consent and to complain to a Supervisory Authority.