



Privacy notice - Careers

Premier Asset Management Limited ("Premier") is the data controller, and can be contacted at Premier Asset Management, HR Department, Eastgate Court, High Street, Guildford, Surrey, GU1 3DE.

Job Applicants, Current and Former Premier Asset Management Staff: As part of our recruitment processes, we collect and process personal data relating to job applicants.

What information do we collect? We collect a range of personal data about you, including:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, skills, experience and employment history.
- information about your current level of remuneration, including benefit entitlements.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process, and
- information about your entitlement to work in the UK.

We may collect this information in a variety of ways, including in application forms, from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. We may also collect personal data from third parties such as your former employers and background check providers.

- When you apply to work at **Premier Asset Management**, we use your information to process your application and to monitor recruitment statistics. We may also use it to comply with our legal obligations (for example right to work checks), and may need it in order to enter into a contract with you.
- We have a legitimate interest in processing your personal data to allow us to manage the recruitment process, assess suitability, decide whether and to whom to offer employment and to respond to and defend legal claims
- For some roles, we may be obliged to seek information about criminal convictions and offences in order to comply with our legal and regulatory obligations.
- Before any information is disclosed to a third party, for example where we need to complete a Credit Check, take up a reference or obtain a 'disclosure' from Disclosure & Barring Service we will not do so without informing you beforehand unless the disclosure is required by law.
- Your information may be shared internally for the purposes of recruitment. We will not share your data with third parties unless we make you an offer of employment.
- We take security of your data seriously. We have a Data Protection Policy and internal controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and the data is not accessed except by our staff in the proper performance of their duties.
- *Personal information about unsuccessful candidates is retained for 12 months after the recruitment process has been completed. This is then destroyed or deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.*
- Once you have taken up employment with Premier Asset Management, we compile a file relating to your employment. The information contained in this is kept securely and is only used for purposes relevant to your employment. Once your employment with Premier Asset Management has ended, we retain the file in accordance with the requirements of our retention schedule and then destroy / delete it.

Your rights: As a data subject, you have a number of rights. In certain circumstances, you can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Premier Asset Management, HR Department, Eastgate Court, High Street, Guildford, Surrey, GU1 3DE.

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

IMPORTANT INFORMATION Issued by Premier Asset Management. Premier Fund Managers Limited (registered no. 02274227) and Premier Portfolio Managers Limited (registered no. 01235867) are authorised and regulated by the Financial Conduct Authority. Registered address: Eastgate Court, High Street, Guildford, GU1 3DE. Premier Asset Management is the marketing name used for the two companies. 02051813881/19.05.725AG.