

**Baker McKenzie Luxembourg – Recruitment Data Privacy Notice**

**Baker McKenzie Luxembourg** located at **10-12, Boulevard Roosevelt, L-2420 Luxembourg** ("**Baker McKenzie**", "**us**", "**we**" or the "**Firm**") has prepared this Recruitment Data Privacy Notice ("**Notice**") for applicants ("**you**") to explain how the Firm processes information about you in the context of your application ("**personal data**") and your rights in relation to that information.

The Firm needs to process your personal data in order to manage your application for employment and to comply with our statutory obligations in relation to your application. If we are not able to carry out the processing activities described in this Notice we may not be able to continue with your application.

We are an entity of Baker & McKenzie International, any references in this Notice to "Baker McKenzie International" include all member firms and entities of Baker & McKenzie International globally.

**Categories of candidate data**

The categories of personal data which the Firm will collect about you during the recruitment process will include, but will not be limited to:

- **identification data**, such as your first and last name, photo (if voluntarily provided by you), passport or other identification documents, proof of your right to work (if applicable);
- **personal information**, such as your date and place of birth and gender;
- **contact details**, such as your home address, telephone number and email address;
- **education and work experience**, such as information about your educational background, your work experience and other experience/interests, previous employment details including current salary and benefits package and contact details for your current/former employer;
- **other application data**, such as the information included in your application form/CV/cover letter and details on any previous relationship with us;
- **information collected as part of the interview process**, such as notes taken from your interview and/or assessment day, information provided from recruitment agencies, and video interview recordings (where applicable);
- **background check information**, such as information obtained through reference checks, confirmation about your work/educational background, and any other checks intended to verify the personal data which you have provided to us in respect of your application (subject to applicable law)

together "**Applicant Data**".

In addition, to the extent permitted by law; the Firm may also collect, process and use the following special categories of personal data about you:

- **criminal records data;**

together "**Sensitive Applicant Data**".

Typically, Sensitive Applicant Data is only processed in the event that we make you an offer of employment. At the interview stage, you will only be asked to inform us of any reasonable adjustments you require to be made.

### Purposes for processing your personal data

The Firm will process your personal data for the following purposes ("**Processing Purposes**"):

Processing Purposes	Categories of Applicant Data	Legal Basis
Administering and processing your application (including processing a job offer should you be successful).  To determine your eligibility for the role you applied for.	Identification data, contact details, information about your qualifications, employment history, information collected during the interview process and information contained in your CV.	Performance of contract (Art. 6.1 (b). of GDPR)
Conducting background checks as part of your application.	Identification data, contact details, information about your qualifications and employment history and any other background check information obtained through reference checks in order to verify the personal data which you have provided to us (subject to applicable law).	Performance of contract (Art. 6.1 (b) of GDPR).
Complying with applicable laws and employment-related requirements and the administration of these requirements.	Identification data, contact details, , background check information (subject to applicable law) and other application data.	Legal obligation (Art. 6.1 (c) of GDPR) and, for background checks, consent of the candidate(Art. 6.1 (a) of GDPR)
Monitoring and ensuring compliance with applicable policies, procedures and laws.	Identification data, contact details, and background check information (subject to applicable law) and other application data.	Legitimate interests (Art 6.1 (f) of GDPR)
Communicating with you, the Firm's employees and third parties (such as recruitment agencies), including informing you of future opportunities with the Firm.	Identification data, contact details, information about your qualifications and employment history.	Legitimate interests (Art 6.1 (f) of GDPR)
Responding to and complying with requests and legal demands from regulators or other authorities in or outside of your home country which involves the processing of identification data and contact details.	Identification data and contact details.	Legal obligation (Art. 6.1 (c) of GDPR)

Processing Purposes	Categories of Sensitive Applicant Data	Legal Basis
To accommodate any reasonable adjustments you may require and for compliance with legal obligations.	Data relating to health or disability.	Consent (Art. 6. 1. (a) of GDPR)
Criminal records background checks in relation to you, where relevant and appropriate to the role you are applying for and to the extent permitted by law.	Criminal records data.	Consent (Art. 6. 1. (a) of GDPR)

**Use of Artificial Intelligence**

The Firm may use Artificial Intelligence ("**AI**") technology to support the processing of personal data for the purposes referred to in this Notice. All such AI technology is subject to robust prior screening to ensure that it meets applicable ethical, legal and contractual requirements including in respect of data privacy and information security. The Firm has adopted appropriate policies and training for its workforce governing responsible use of AI technology to ensure that personal data remains adequately protected. In particular, the use of AI to make decisions affecting individuals by solely automated means (including in a recruitment context) is strictly prohibited.

**Categories of recipients**

The Firm may disclose your personal data to third parties for the Processing Purposes as follows:

**Within the Baker McKenzie offices:** The Firm may disclose or otherwise allow other entities within Baker McKenzie International access to your personal data where necessary for the consideration and processing of your employment application (e.g. where the role you are applying for sits within one of the Firm's global business functions) or as necessary for the provision of general administration and business support services in connection with your application (e.g. technology, human resources, finance, legal compliance, etc.).

**With regulators, authorities, and other third parties:** In limited cases, personal data may be disclosed to third parties (e.g. regulators, courts or other competent authorities, external legal advisors, insurers, etc.) where necessary in connection with legal proceedings or defending legal rights.

**With External Service Providers:** Personal data may be shared with external service providers providing general administrative and business support services to the Firm and as necessary to facilitate the Processing Purposes. All service providers are subject to rigorous review from a data privacy and information security perspective as part of the vendor on-boarding process. The Firm adopts appropriate contractual and other measures in accordance with applicable laws to ensure personal data remains protected notwithstanding the use of external service providers.

**International Data Transfers**

The recipients above may be located outside the European Economic Area ("**EEA**") in a country which is not regarded by data supervisory authorities as providing an adequate level of protection for personal data. To address this, the Firm has adopted appropriate contractual measures (incorporating the EU Standard Contractual Clauses) and other measures with external service providers and within Baker McKenzie International to ensure your data remains protected in accordance with applicable laws.

**Retention period**

The Firm will retain your personal data no longer than is necessary to achieve the purposes for which the information is collected. The Firm will hold your data for 2 years unless there is a legitimate business reason or where applicable laws require us to hold it for a shorter/longer period.

**Your rights**

If you have declared your consent regarding certain types of processing activities, you can withdraw this at any time with future effect. Please note, such withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

You have a number of rights in relation to your personal data which include the following (subject to exceptions):

- **Right of access:** You have the right to confirm whether your personal data is being processed and to request access to that personal data;
- **Right to rectification:** You have the right to rectify inaccurate or incomplete personal data which we process concerning you;
- **Right to erasure (right to be forgotten):** You have the right to request that we erase personal data concerning you in certain circumstances;
- **Right to restriction of processing:** You have the right to request that we restrict processing of your personal data;
- **Right to data portability:** You have the right to receive personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit that data to another entity; and
- **Right to object and rights relating to automated decision-making:** Under certain circumstances you may have the right to object at any time to the processing of your personal data, including profiling, by us and we can be required to no longer process your personal data.

To exercise your rights please contact us using the details outlined in the "Questions" section below. You also have the right to lodge a complaint with the competent data protection supervisory authority.

**Questions**

For questions concerning your application, please contact:

[luxembourghumanresources@bakermckenzie.com](mailto:luxembourghumanresources@bakermckenzie.com)

If you have concerns or questions regarding this Notice or if you would like to exercise your rights as a data subject, you can email: [luxembourghumanresources@bakermckenzie.com](mailto:luxembourghumanresources@bakermckenzie.com)