

United States Candidate Notice

Introduction

This privacy notice ("Candidate Notice") describes how Baker & McKenzie LLP and/or Baker & McKenzie LLC ("firm," "we," or "us"), will collect, process, and use your personal data when you apply for a current or future position with us at one of our offices in the United States. If you are offered a job or become an employee, the personal data you provide during the application process will be used for employment related purposes.

Collection of Personal Data

We may collect or obtain personal data about you from various sources, including:

- Directly from you (e.g., when you contact us).
- When you make your personal data public (e.g., via a job board).
- When you use our software or visit our sites.
- From third parties (e.g., referrals).

Use of Personal Data

We use personal data for the following purposes:

- Administering and processing your application;
- Determining your suitability for the role(s) for which you applied or for similar roles within the firm;
- Determining the need to provide you appropriate adjustments or accommodations during the recruitment process or employment;
- Determining your eligibility to work in the jurisdiction;
- Conducting background checks as part of your application;
- Conducting internal audits and workplace investigations;
- Compliance with applicable laws and regulations, companies policies and procedures, and employment-related requirements;
- Supporting any claim or defense the firm may face before any jurisdictional and/or administrative authority, arbitration, or mediation panel;
- Cooperating with or informing law enforcement or regulatory authorities to the extent required by law;
- Authentication and security purposes;

- Completing the on-boarding/new hire process, should you be offered and accept a position with the firm;
- Diversity and legal compliance monitoring;
- To perform the services or provide the goods reasonably expected by you in your role, including those services and goods that are reasonably necessary for us to administer the application process and for our employees to perform their duties;
- To prevent, detect, and investigate security incidents that compromise the availability, authenticity, integrity, or confidentiality of stored or transmitted personal information, including in or via our premises, computers, software, networks, communications devices, and other similar system;
- To resist malicious, deceptive, fraudulent or illegal actions directed at us and to prosecute those responsible for those actions;
- To ensure the physical safety of natural persons;
- For short-term, transient use;
- To perform services on behalf of us;
- To verify or maintain the quality or safety of our services and products;
- To improve, upgrade, or enhance our services and products;
- To perform functions that are required under laws that apply to us; and
- To collect or process it where such collection or processing is not for the purpose of inferring characteristics about a consumer.

Disclosure of Personal Data

We may share personal data with third parties such as:

- Other firm members and affiliates.
- Third-party service providers who perform services on our behalf.
- Regulatory bodies and law enforcement agencies as required by law.

Data Retention

We retain personal data for the longer of as necessary to fulfill the purposes for which it was collected and any additional time periods necessary for the compliance with laws, exercise or defense of legal rights, and archiving, back-up and deletion processes.

California Residents

If you are a resident of California, please click [California Consumer Privacy Act Disclosures | Baker McKenzie](#) to view our California Consumer Privacy Act (CCPA) disclosures and learn more about your rights under California law.

Contact Information

If you have any questions or concerns about this notice or our data privacy practices, please contact us at:

Office of General Counsel- Data Privacy
Baker & McKenzie Global Services NI Limited
City Quays One, 7 Clarendon Road, Belfast, BT13BG, United Kingdom
Email: dataprivacy@bakermckenzie.com