

ANNEX 1 – PERSONAL INFORMATION WE COLLECT WHEN YOU USE THE VETTERY SERVICE

| Category of personal information | How we use it | Legal basis for the processing | Categories of recipients | Retention period |
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| <p>Contact information and basic personal details. Such as your name (first and last names), phone number, address, e-mail address; other information for your profile including a profile photograph.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • communicate with you, including to remind you about any active interview processes, to obtain further information from you about you including your work experience and job preferences, and to communicate information about Employers to you; • send information to you about updates to our Service, and any news, alerts and marketing communications (in line with your settings and options); • deal with enquiries and complaints made by or about you relating to the Service; | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • the performance of a contract and to take steps prior to entering into a contract; and • our legitimate interests, namely administering the Service, for marketing purposes and communicating with users. | <p><i>As required in accordance with how we use it, we will share your personal data with the following:</i></p> <p>Other users of the Service. Other users of the Service that you interact with or that we share information with, such as other Employers and Candidates.</p> <p>Service providers and advisors. Third party vendors and other service providers that perform services for us, on our behalf, which may include providing mailing or email services, tax and accounting services, data enhancement services, fraud prevention, web hosting, or analytic services. We may share your personal data with People 2.0, which we use</p> | <p>For no longer than necessary for the purposes set out and in accordance with our legal obligations and legitimate business interests.</p> |

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| | <ul style="list-style-type: none"> • personalise communication between Candidates and Employers; • operate, maintain and provide to you the features and functionality of the Service; • comply with our legal and regulatory obligations. | | <p>to manage contractor engagements.</p> <p>Purchasers and third parties in connection with a business transaction. Personal data may be disclosed to third parties in connection with a transaction, such as a merger, sale of assets or shares, reorganisation, financing, change of control or acquisition of all or a portion of our business.</p> | |
| <p>Identification information. Proof of identity, such as copy of official government identification.</p> | <p>We use this information to verify the identification of individuals using the Service.</p> | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely keeping the Service secure, preventing fraud, and ensuring compliance with our Terms of Service. | <p>Law enforcement, regulators and other parties for legal reasons. Third parties as required by law or if we reasonably believe that such action is necessary to (a) comply with the law and the reasonable requests of law enforcement; (b) enforce our Terms of Service or to protect the security or integrity of our Service; and/or (c) exercise or protect the rights, property, or personal safety of Vetterly, users of our Service, or others.</p> | |
| <p>Candidate biographical/demographic information. Including citizenship, gender, ethnicity, native language.</p> | <p>We use gender, ethnicity, and native language information for our internal, equality monitoring purposes.</p> | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely administering the Service. | | |

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| | <p>We use citizenship information to enable Employers to make informed decisions about whether they will be able to sponsor a Candidate.</p> | | | |
| <p>Information provided by social networks you connect to our Service. If you connect a social network, such as Facebook, to our Service we will collect personal data from the social network in accordance with your privacy settings on that social network. The connected social network may provide us with information such as your name, Facebook ID, profile picture, network, gender, username, user ID, age or age range, language, country, friends list, follower list and any other information you have agreed it can share or that the social network provides to us.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service, including to allow you to login to the Service, to help create a profile for you. | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely tailoring the Service for Candidates and to improve our Service generally. | | |

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| <p>Candidate employment, skills and education history. Details about your employment history including total years of experience, full time roles held (including title), dates of employment, names of and type of business conducted by employers, skills, training, qualifications, authorisations; standardised test scores, performance levels (% sales quota hit); CV and details about your education including name of school/college/university degree type, course, graduation year, grades.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; • enable Employers to narrow their Candidate search; • enhance the profile of Candidates so that Employers are provided with sufficient information to make an informed decision and send an Interview Request; • comply with our legal and regulatory obligations. | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely administering the Service, and tailoring the Service for Candidates and Employers. | | |
| <p>Interview prediction score.</p> | <p>We use this information to:</p> | | | |

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| | <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; • enable us to determine which Candidates to include automatically into the Showcase and to contact with opportunities. | | | |
| <p>Candidate "about me" information. Additional information about the Candidate, including for example information about hobbies.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; • enable Employers to narrow their Candidate search; • enhance the profile of Candidates so that Employers are provided with sufficient information to make an informed decision and send an Interview Request. | | | |

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| <p>Candidate job preferences. Details about your job preferences including industry, roles, location, employment type, desired salary, seniority, company size; job search status.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; • create intelligent matches for Candidates and allow them to be visible in the Candidates' matching searches; • enable Employers to know how active/passive any Candidate is; • comply with our legal and regulatory obligations. | | | |
| <p>Information about Interview Requests, Job Offers, and other communications between Employers and Candidates. Details about Interview Requests including information about Interview Requests made by Employers (including role name, salary,</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; | | | |

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| <p>bonus/equity, available interview times, personal messages), Interview Requests accepted or declined by Candidates, feedback on Interview Requests (including in relation to offer, acceptance, rejection, and the interview process); information about Job Offers (including employment type, final accepted salary, start date, Candidate address, Employer address); communication activity and content between Employers and Candidates; notes made by Employers about Candidates.</p> | <ul style="list-style-type: none"> • organise and assist with the interview process; • learn job preferences about Candidates and Employers to tailor the Service; • deliver the parameters of Interview Requests to Candidates so that they are able to make an informed decision about accepting or declining an Interview Request; • comply with our legal and regulatory obligations. | | | |
| <p>Preferences and Settings. Preferences set for notifications, marketing communications, and filter settings to view Candidate information.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • provide notifications and send marketing communications; • display our Service in accordance with your choices and filter settings. | <p>This processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely providing the Service, and ensuring users get the correct marketing information. | | |

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| <p>Payment information. Details such as your bank account number and related information.</p> | <p>We use this information to:</p> <ul style="list-style-type: none"> • facilitate payment for use of the Service by Employers, and of any Additional Services by Candidates; • detect and prevent fraud. | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • the performance of our contract with you; and • our legitimate interests, namely the detection and prevention of fraud and to ensure we get paid for the provision of the Service and any Additional Services. | | |
| <p>Information provided by third parties. From time to time, we may receive information about you from third parties and other users of the Service. We may obtain information from third parties to enhance or supplement our existing user information. We may also collect information about you from publicly available sources.</p> | <p>We may use this information to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; • contact you, send you advertising or promotional materials; • better understand the demographic of our users. | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely to tailor our Service for Candidates and Employers and to improve our Service generally | | |

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| <p>Correspondence and comments. When you contact us directly, e.g. by email, phone, mail, when you post on message boards, blogs or complete an online form, we will record your comments and opinions.</p> | <p>We may use this information to:</p> <ul style="list-style-type: none"> • address your questions, issues and concerns and improve the Service; • determine products and services that may be of interest to you and to send you news, alerts and marketing communications in accordance with your marketing preferences. | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely communicating with users and for marketing purposes. | | |
| <p>All personal information set out above.</p> | <p>We will use all the personal information we collect to:</p> <ul style="list-style-type: none"> • operate, maintain and provide to you the features and functionality of the Service; • communicate with you; | <p>The processing is necessary for:</p> <ul style="list-style-type: none"> • our legitimate interests, namely to administer and improve our Service, our business and develop new services. | | |

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| | <ul style="list-style-type: none">• monitor and improve our Service and business;• help us develop new products and services. | | | |
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