



Applicant Privacy Notice

This notice is for all job applicants of Futures Industry Association Inc.; FIA Technology Services, Inc.; the Institute for Financial Markets; FIA Services Asia Pte Ltd, FIA Services UK Ltd and other FIA entities (**FIA, we, us or our**).

FIA respects the privacy of job applicants and is committed to being transparent about how we collect and use personal data. We collect, process and keep personal data of job applicants for business purposes, including staffing, accounting, recordkeeping and other administrative functions of FIA, and to comply with applicable legal requirements.

This notice further describes:

1. What information we may collect for purposes of the application and recruitment process and why we collect that information;
2. How we may use that information;
3. Who may have access to your information; and
4. How you may access and update that information.

1. Types of information we collect

We may collect:

- Your name, national identification number/passport number, address, email address, telephone number, social security number or other taxpayer identification number, driver's licence number and other similar contact and identifying information;
- Residency and work permit status;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, certifications, professional qualifications, technical skills, language skills, or other information you provide to us in support of an application and/or during the recruitment process;
- Information from interviews and phone-screenings you may have;
- Details of the type of employment you are or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Reference information and/or information received from credit and criminal background checks and drug and alcohol testing (where applicable), information that is available on the Internet, social media and other public forums, and other information provided by third parties; and
- Other similar information bearing on your candidacy for employment at FIA, subject to applicable law.

2. How we use the information we collect

Your information may be used by us or disclosed to a third-party service provider for purposes of carrying out our application and recruitment process.

This includes:

- assessing and evaluating your suitability for employment; and
- verifying your identity and the accuracy of your personal details and other information provided to us.

If you are offered and accept employment with us, the information collected during the application and recruitment process may become part of your employment record.

We may keep and use your personal data for as long as it is necessary to fulfil the purposes for which they were collected, or as required or permitted by applicable laws.

3. Who has access to your information

FIA is a global organisation. Accordingly, your information may be stored and processed outside of the country or region where it was originally collected, including in the jurisdictions where FIA has offices: the United States, the United Kingdom, Belgium, the Netherlands and Singapore.

We may also share your information among our affiliated entities. FIA has entered into intragroup data transfer agreements to ensure that our transfer of personal data from Europe to countries outside of the European Economic Area complies with applicable privacy law.

We may also transmit your personal information to third-party service providers to perform some of the functions described in this notice. These service providers may be located outside the country in which you live or the country where the position you have applied for is located.

We may also disclose your personal information to courts, independent auditors, law enforcement agencies and other governmental authorities, bodies or agencies in response to subpoenas, during an audit or examination or as required by law or requested by competent authorities.

We may also share your personal information with third parties to detect or prevent fraud, address security or technical issues, or protect against harm to the rights, property or safety of FIA, members, employees, job applicants, candidates, the public or as otherwise required by law.

Finally, we may share your personal information with third parties in other circumstances if you have consented to the release of the information.

4. Accessing and updating your information/withdrawing your consent

Under applicable data protection laws (including the EU General Data Protection Regulation (**GDPR**), the UK Data Protection Act and the Singapore Personal Data Protection Act), individuals in those jurisdictions have certain personal data rights. FIA's corporate policy is to extend these rights as a courtesy to all applicants, regardless of their residence.

You may request to:

- access a copy of the personal data that we hold about you or information about the ways in which we use or disclose your personal data, and correct or update any of your personal data that we hold;
- object to or restrict our use of your personal data.



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You may also make a complaint if you have a concern about our handling of your personal data. You may also withdraw any consent you have given to the collection, use and disclosure of your personal data.

Please send any such requests and communication to: privacy@fia.org.

We will consider any requests or complaints we receive and respond as soon as reasonably possible. If we are unable to respond to your access request within thirty (30) days, we will inform you in writing.

If we are unable to provide you with any personal data or to make a correction requested by you, we shall generally inform you of the reasons why we are unable to do so. If you are not satisfied with our response, you may take your complaint to the relevant privacy regulator. We will provide details of the relevant regulator upon request.

5. Protecting your information

To safeguard your personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have sought to introduce appropriate administrative, physical and technical precautions, such as antivirus protection, encryption, access codes, and privacy filters. However, please note that no method of transmission over the Internet or method of electronic storage is completely secure.

We will notify you as reasonably practicable in the unlikely event of a data breach that is likely to result in a high risk to your rights or freedoms.

6. Changes, questions and communication

This notice and FIA's privacy policy are administered by FIA's Global Data Protection Team. FIA may update this notice and our privacy policies from time to time to reflect changes in industry standards or evolving legal requirements.

If you have any questions about your personal data or privacy, please email privacy@fia.org or send a letter to the legal department in the FIA office closest to your location:

London

Level 28, One Canada Square
Canary Wharf
London E145AB

Washington D.C

2001 Pennsylvania Avenue NW
Suite 600
Washington, D.C. 20006

Singapore

Level 18, Centennial Tower
3 Temasek Avenue
Singapore 039190