

Job Applicant Privacy Notice

This Job Applicant Privacy Notice (“Privacy Notice”) applies to individuals who have submitted personal data to BTIG, LLC (“BTIG”, “we” or “us”) in connection with a job application and describes how BTIG collects, uses, shares and protects that personal data as part of the recruiting and hiring process. This Privacy Notice also explains how you can exercise your privacy rights.

As used in this Privacy Notice, “personal data” means information that identifies job applicants for employment with BTIG

The Personal Data We Collect:

BTIG may collect and process the following types of personal data about you in connection with its application and selection process:

- Contact details including your name, home address, email address and phone number;
- Data provided by third-party placement firms, recruiters or job-search websites;
- Data you submit in your resume or CV;
- Information about your history of compensation and benefits and your salary expectations;
- Data collected as a result of interviews, phone screenings or from Internet searches;
- Information relating to your employment references and the recommendations provided by those reference (you will have ensured you have obtained consent from your references prior to providing us with that information);
- Identification information collected as part of the pre-hiring process: such as copies of identification documents and immigration status;
- Information obtained from background checks; and
- Any other information you submit to us as part of the recruitment process.

You are not required to provide any of the foregoing information, however, failing to do so may result in our ceasing our consideration of you as a candidate and, if the personal data is necessary to comply with law or regulation, we may no longer be able to consider you for employment.

By submitting your personal data and other information, you acknowledge that all representations made by you are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment. This Privacy Notice does not form part of your job application and is not a contract of employment.

Why We Collect, Process, Use and Store Personal Data

We collect, process and use your personal data to (i) assess your suitability for employment with BTIG, (ii) manage your application and related data, including through recruitment and, where applicable, the hiring process, (iii) communicate with you, (iv) verify your information and conduct reference checks, (v) consider you for future positions that might become available, (vi) perform administrative functions and (vii) comply with applicable law and regulation.

We process your personal data for the purposes described. If EU data protection law applies to the processing of your information, our legal basis for processing includes when we have your consent to do so, when necessary to enter into an employment contract with you, when necessary for us to comply with a legal or regulatory obligation, or when necessary for the purposes of our legitimate interests.

Sharing and Safeguarding of Personal Data

In general, access to your personal data will be restricted to minimize the number of people who need it for the purposes set out in this Privacy Notice, which may include your potential future supervisors and their designees, personnel in Human Resources, Information Technology, Compliance, Legal, Finance and Accounting and third-party service providers as necessary and on a need to know basis. We may also need to share your personal data in accordance with applicable law or regulation, if required or requested by any law enforcement, judicial, governmental, regulatory or administrative authority or to exercise, defend or establish our legal rights to the extent authorized or permitted by law or to protect your vital interests or those of any other person.

BTIG employs, organizational, technical, procedural and physical security measures to protect your data from loss, misuse, unauthorized access or disclosure.

Your Data Protection Rights

You have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact your local data protection authority.

You may have certain rights under the data protection laws where you reside. This may include the right to request access or to update your information, request that it be deleted, or object to BTIG using it for certain purposes.

If you wish to exercise any of the above rights, please contact privacy@btig.com.