

exness

Applicant Privacy Notice



Who we are

Exness Group was founded in 2008 and has since then developed into a leading global multi-asset broker. Through Exness Group, clients can trade hundreds of financial instruments, enjoying some of the best order execution conditions in the market including record-tight spreads in main currency pairs.

Exness Global Limited, a Cyprus registered company, registration number 326879, with its registered office at 1 Siafi, Porto Bello, Office 401, 3042, Limassol, Cyprus, is the controller and responsible for this website and your personal data (collectively referred to as "Company", "we", "us" or "our" in this Privacy Notice).

Purpose of this document

You are being notified about this Privacy Notice because you are visiting our website, and/or applying for work with us (whether as an employee, worker, intern or contractor) or you are participating in our Events as attendee or speaker, or we may contact you in order to find out more about our candidates or you have been indicated as a referee. It makes you aware of how and why your personal data will be used, and provides you with certain information that must be provided under the General Data Protection Regulation (*EU*) 2016/679 (*GDPR*).

Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

We may amend this Privacy Notice from time to time. Therefore, please visit exness-careers.com if you want to stay up to date as we will post any changes here.



We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purpose we have told you about;
- Kept securely against any unauthorised or unlawful processing.

By submitting your personal data to us, you acknowledge that:

- You have read and understood the content of this Privacy Notice and agree to the use of your personal data as set out herein.
- You are not required to provide any requested information to us, but your failure to do so may result in us not being able to continue your candidacy for the job for which you have applied.
- Your representations 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 and/or contracting.

The data we collect about you



In connection with your application for work with us or participation to our Events, we will collect, store and use the following categories of personal information about you:

- The information you have provided on our application form (or the registration form when you sign up for an Event), including name, surname and email;
- The information you have provided in your curriculum vitae or letter of intent along with any photos and comments relevant to the application;
- Any information you provide to us during an interview including information in the recommendation letter;
- Any information you provided via an email to us;
- Any information included as part of the application process, such as test results (grades, diplomas etc)
- We may also collect your opinions, feedback or other information You decided to provide to us in relation to your expectations, your presentation and the Event.

If you submit your interest to be a speaker to our Event we may also collect information about your profession, your experience, current position and the company you work for. Pictures and videos will be taken by us at any of our Events, therefore we may collect Photos and Video-recording Data that may include your voice, image and likeness and/or any interview statements from you in publication, advertising or other media activities (including the internet and television).

We need a small amount of information from our workers and contractors to ensure that things run smoothly. We need contact details of relevant individuals at



your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us).

If you would like a more detailed description of the personal data that we collect about you, please see further below in this document.

If you receive an offer from us, we may then conduct a verification check and, to the extent permitted and/or required by applicable law (as mentioned below), we may also collect data related to criminal offenses and proceedings (including without limitation a clear criminal record certificate).

Our offices have CCTV cameras positioned at the entrances and in line with the relevant law, therefore CCTV footage and other information obtained through electronic means (in and out date/time, Images/live camera feed) may be collected if you visit our premises for legitimate interest for the security and safety of the Company's premises and assets.

During your use of the website, we may collect, use, store and transfer some technical data about you including internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website and usage data includes information about how you use our website. If you send an inquiry or you would like us to communicate with you, we may collect, use, store and transfer some contact and identity information (like name, surname, email address) in order to provide you with the response or act on your request.

Filming and photography policy

Pictures and videos will be taken by us at any of our Events and you are informed of this according to article 6 (f) and article 13 of the GDPR therein. We will also place signs around our venue, with a special emphasis on the entrance area stating that a live streaming, pictures and videos will be taken. There are areas and times that are more used for photo/video shooting so that you have a chance to decide during the Event how much exposure you want. Whenever possible our photographers will position themselves in such a way to clearly indicate their intent of taking a picture of You or You as part of the group and turn the screen of their camera around to You to see the resulting picture and get your consent forthwith.

By participating at any of our Events, you acknowledge and agree to any such filming, photography and/or live streaming. You also give rights to the Company in reproducing and publishing your words and/or likeness in any transcript of or publication relating to the Event, worldwide. We understand that there are situations where you wish to participate in our Event and activities but still want to avoid being present in any pictures or videos. Our request to you is that you make your wishes known to our staff upon entering. We will introduce you to our photographer/videographer and ask them to avoid taking pictures with You as one of the main subjects. At larger events, we might ask you to wear a wristband or other form of sign that allows us to recognize you within a crowd. However, please note that when it comes to your rights, there is a difference between You being the main subject of the photo or you being depicted incidentally, e.g., in the background of the picture or in a larger crowd {see article 14 (5) GDPR}. Also, we will do our best to inform anyone entering our premises about best practices



around taking pictures and videos, but we cannot be held responsible for third party photo/video processing done by other participants to the Event.

Should you present any content during the Event as a speaker or in any other capacity, you hereby grant to us for free of charge the non-exclusive, perpetual, worldwide right to use, copy, modify, and distribute any and all recordings (in any and all media) of Your presentation at the Event (the "Presentation"). This includes the right to use the Presentation, its content or the recording partly or wholly thereof for marketing, promotional, and commercial purposes. You represent and warrant that You have the full right and authority to grant these copyrights to us.

We intend to use the aforementioned pictures and videos from our Event(s) as follows:

- To promote our content, the community including also speakers and their presentation
- To share them on social media both as media albums as well as to highlight marketing messages
- To promote a specific and general experience one had at our Event
- To power the messages of our communication in newsletters, website and other communication
- We may use the picture in both printed and digital media

Pictures and videos that we consider suitable will be either uploaded on our website, Facebook, Instagram or other social media platforms or stored within our own media database on GSuite Drive. These photos and recordings are intended to be stored for the duration of the business life as they will function as in-house photo and video databases for future communications (ie promotion, marketing)



of the business as well as historical representations of our Event(s) and community.

The Company maintains copyright and all other intellectual property rights concerning the photographs taken by the Company or its engaged vendors in the Event.

How your personal data is collected

We collect personal information about candidates from the following sources:

- You, the candidate
- You, the participant, speaker, intern, worker or contractor
- Executive search and recruitment agencies, staff outsourcing entities or personal recommendations, from which we collect the following categories of data: CV and contact details
- Your named referees, from whom we collect the following categories of data: your CV (if applicable) and contact details
- If you “like” our page on Facebook or LinkedIn or “follow” us on Instagram we will receive your personal information from those sites

As you interact with our website, we will automatically collect technical data about Your equipment, browsing actions and patterns, upon Your consent. We collect this personal data by using cookies [server logs] and other similar technologies. Please see our Cookie Policy for further details on our website

<https://exness-careers.com/>.

Legal basis

Our processing of your personal data for the purposes mentioned above is based:

- on our implementation of pre-contractual measures relating to our potential employment relationship with you and where we need to perform the contract under the agreement, we are about to enter into or have entered into with you
- on our complying with applicable law for example with regards to personal data necessary to satisfy our regulatory and legal obligations as well as in relation to your immigration status (i.e. for visa purposes)
- on our legitimate interests to evaluate your application, to ensure that we recruit appropriate employees and to evaluate and maintain the efficacy of our recruiting process and information received, to protect the operations of our company as well as its employees, clients and third parties
- on your consent

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications and suitability for the work or role you have applied for;
- Carry out verification checks (including liaising with your referees), as and where applicable and legal in order to verify the data you have provided us with;
- Communicate with you about the recruitment process;
- Track your application and keep records related to our hiring processes;
- Comply with legal and regulatory requirements;

- To help us to establish, exercise and defend legal claims;
- Store your details on our database for no longer than is necessary, in relation to recruitment or to contact you for job opportunities in the future;
- To prevent unauthorised access or control access to our offices and to ensure the security, the safety of staff and visitors, as well as property and information located or stored on the premises;
- And sometime for statistical and historical research purposes;
- To administer and protect this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data);
- To use data analytics to improve our website, marketing, customer relationship and experiences.

We will not process your data for sending you targeted, relevant marketing materials or other communication which we may consider to be of interest to you. For marketing related activities, we will require your specific consent.

It is our legitimate interest to decide whether to appoint you to a role (or work) since it would be beneficial to our business to appoint someone to that role (or work).

We also need to process your personal information to decide whether to enter into a contract of service or contract for services with you, or to offer you an internship at Exness.

The application process for the purpose of us deciding whether to appoint you to a role (work) or enter into a contract of service(s) with you, or to offer you an internship, is as follows:

- Having received your CV and/or letter of intent, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role.
- If you do, we will decide whether your application qualifies to invite you for an interview.
- Upon completion of the interview(s) and approval of the candidate to proceed to the next stage, the said applicant will be sent a link with a request to complete a Questionnaire and/or Application with additional information to which effect they will also be required to upload the relevant supporting documentation as evidence.
- If it is decided to proceed to the next stage and we decide to offer you the role (or work) we will then take up references before confirming your appointment.
- If you receive and accept an offer from us, we may request to conduct a verification check on you. Verification checks will only be done where permitted and/or requested by the law (i.e. for the issuance of visas) and/or to the extent necessary and proportionate to the role that you are being offered.

At the time of request we shall provide you with further information about the process and what personal data may be involved (i.e. for example the provision of a clear criminal record certificate). Please note that we shall only collect the absolutely necessary information required, and shall not maintain records of this information for more than three (3) months from the date of receipt.

Our legal basis for verification checks is, depending on the case, either pursuant to a legal obligation (for the issuance of visas) or with regards to our need to implement pre contractual measures related to establishing our employment and/or contractual relationship, verify the accuracy of the data received by you,



and ensuring the integrity, reliability and trustworthiness in order to protect our company's interests.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualification or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with the relevant details, we will not be able to take your application further. Or, if You fail to provide personal data we may not be able to register You or validate You as a participant or speaker or reserve a place for You at the Event, or verify Your identity to reply in relation with this Privacy Notice and your rights.

Automated decision making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

We will only share your personal information with any member of our group (together "Exness companies"), with search consultancy, our software providers, and tax, audit, or other authorities for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line



with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specific purposes and in accordance with our instructions and subject to the data processing terms concluded with them.

Transfer of data. As Exness operates a business internationally, we may transfer your personal data outside the European Economic Area (the “EEA”) to other Exness companies and software service providers. For example, your personal information may be processed by staff in the Exness companies operating outside the EEA who for/with us or other Exness companies, by Greenhouse Software, Inc, provider of our candidate’s software application. To the extent we transfer your personal information outside the EEA, we will ensure that the transfer is lawful and that there are appropriate security arrangements in place. Moreover, we will ensure that the processors in third countries are obliged to comply with the European data protection laws or other countries’ law which are comparable and to provide appropriate safeguards in relation to the transfer of your data in accordance with the provision of the GDPR.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and third-parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.



We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Despite these precautions, we cannot guarantee that unauthorized persons will not obtain access to your personal data.

Data retention

If your application is successful and you accept our offer, any personal data collected during your recruitment process will become part of your records and will be retained in accordance with specific country requirements and with the privacy notice applicable to Exness employees and members of the staff, which will be provided during the onboarding process.

We will retain your personal information for a period of three (3) years after we have communicated to you our decision not to proceed with your application at the time, in order to contact you again for further relevant job offerings. If you prefer not to be contacted regarding future opportunities, or if you would like your candidate profile to be deleted sooner, you may request this at any time by contacting us at dataprotection@exness.eu.

After this period, we will securely destroy your personal information in accordance with our data retention policy unless the law or other regulation requires us to preserve it (for example in the event of a legal claim, to be able to show that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way). In some

circumstances we will anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information **to another party** If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, you contact us at dataprotection@exness.eu.

Contacting us about this Privacy Notice or making a complaint

If you have any queries about the content of this Privacy Notice, or wish to inform us of a change or correction to your personal data, would like a copy of the data we collect on

you or would like to raise a complaint or comment, please contact us at email: dataprotection@exness.eu

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you are not satisfied with our response to your complaint, you have the right to lodge a complaint directly with our supervisory authority, the Office of the Commissioner for

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Personal Data Protection (the “Commissioner”). Further information is available on the Commissioner website at <http://www.dataprotection.gov.cy>.

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