



## Mux UK Ltd Applicant Privacy Notice

**This Privacy Notice Applies to the Processing of Data of Job Applicants of Mux in the United Kingdom.**

### 1. OUR APPROACH TO PRIVACY

- 1.1 Mux is committed to protecting and respecting your privacy. This privacy notice sets out how we collect, store, process, transfer, share and otherwise use data that identifies or is associated with you ("**personal information**") when you apply for a position with Mux.
- 1.2 Please ensure that you have read and understood this privacy notice. If you have any questions about it please contact [hr@mux.com](mailto:hr@mux.com).

### 2. DATA CONTROLLER

- 2.1 The Mux entity to which you submit your application will be the data controller of your personal information, which means they determine and are responsible to you for how your personal information is used. References to "**Mux**", "**we**" or "**us**" in this notice are references to that entity.
- 2.2 If you are unsure which Mux company is the data controller of your personal information, please contact [hr@mux.com](mailto:hr@mux.com)

### 3. PERSONAL INFORMATION WE COLLECT ABOUT YOU AND HOW WE USE IT

#### Personal information we collect

- 3.1 We collect personal information that you voluntarily submit directly to us, such as when you submit your application to us or communicate with us in respect of your application. This personal information may include, for example, your name, address, phone number, emergency contacts, education and qualification details and previous employment history.
- 3.2 When we ask you to provide such information, we will inform you whether the information requested is mandatory or optional to our consideration of your application. If you decline to provide information which we identify as mandatory, you may limit our options in response to your application.
- 3.3 We may also collect personal information about you from other parties, such as recruiters, executive search firms and referees. If we decide to offer you employment, we may also collect the results of any background checks against public or government databases.
- 3.4 We may also create and maintain internal records with personal information about you, such as notes regarding your application or interview.

## **How we use it**

- 3.5 We may use the personal information we collect about you to manage our relationship with you, such as opening and maintaining your applicant record, communicating with you, conducting identity and background checks, assessing your suitability for a role and improving our application process.
- 3.6 We may also use the information we collect for external purposes, such as reporting to regulators, or other situations where such use is legally required.
- 3.7 The table in the **Annex** sets out the categories of personal information we collect about you and how we use that information. The table also lists the legal bases upon which we process your personal information.

## **4. HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

- 4.1 We will store your personal information for no longer than necessary for the purposes set out in the Annex and in accordance with our legal obligations and legitimate business interests.
- 4.2 If you become an employee, consultant or contractor of Mux, or are engaged as temporary or agency staff by Mux, the personal information we collect during the application process may be transferred to your personnel file and stored in accordance with our Employee Privacy Notice. We will give you a copy of this notice at the start of your employment or other engagement with Mux.
- 4.3 Even if you are not hired or engaged as a result of your initial application, with your consent we may keep your personal information for purposes of considering you for employment with other Mux companies or for other positions with Mux.
- 4.4 Where you have given us your consent to process certain equal opportunities information, such as personal information relating to your gender, ethnicity, religion and sexual orientation, we may anonymise and aggregate this information, and store it in such form that does not identify you, for the purpose of monitoring and improving the application process.
- 4.5 In all cases, we will only use data in a manner consistent with applicable law.

## **5. KEEPING YOUR INFORMATION ACCURATE AND UP TO DATE**

Please inform us via email to [hr@mux.com](mailto:hr@mux.com) of any changes to your personal information so that we can ensure that the personal information we store is accurate and up to date.

## **6. RECIPIENTS OF PERSONAL INFORMATION**

We may share your personal information with the following (as required in accordance with the uses set out in Annex):

- (a) **Within Mux:** personal information may be transferred within Mux, Inc. in connection with:
- (i) the provision of centralized human resources management;
  - (ii) group business planning, budgeting, reporting and strategy;
  - (iii) group-level compliance and associated risk management, including, for example, providing legal advice and in connection with potential or actual litigation or regulatory action;
  - (iv) group-level risk management in connection with reporting, assessing and responding to claims;
  - (v) the provision of IT equipment, such as inventories and software.

- (b) **Service providers and advisors:** we may share your personal information with third party service providers that provide services to us or on our behalf, which may include without limitation providing mailing or email services, tax and accounting services, and payments processing. Such data may be disclosed in connection with:
- (i) the provision of centralized human resources management;
  - (ii) the provision of centralized IT infrastructure;
  - (iii) centralized processing of salary and benefits payments;
  - (iv) group-level professional services such as legal and accountancy services.
- (c) **Purchasers and other third parties in connection with business transactions:** your personal information may be disclosed to third parties in connection with transactions, such as mergers, sales of assets or shares, reorganisations, financings, changes of control or acquisitions of all or a portion of our business.
- (d) **Law enforcement, regulators, government bodies and other third parties for legal reasons:** we may share your personal information with third parties as required by law or if we reasonably believe that such action is necessary to (i) comply with the law and the reasonable requests of law enforcement; (ii) detect investigate and respond to potential civil or criminal violations, such as breaches of agreements or laws, respectively; and/or (iii) otherwise exercise or protect the rights, property, or personal safety of Mux, our team members or others.

## 7. CONSENT

- 7.1 We are not required to obtain your consent for most of the processing activities that we undertake in respect of your personal information.
- 7.2 We may, however, need your consent for some uses of certain personal information. For instance, in certain circumstances, we may need your consent to use certain "sensitive" information, such as information about your health or ethnicity, in particular ways.
- 7.3 If we need your consent, we will notify you of the personal information we intend to use and how we intend to use it before or at the time we ask for such consent.
- 7.4 You will never be obliged to consent. Where you have consented to our collection, disclosure or other use of your personal information, you may withdraw your consent at any time. If you wish to withdraw any consent that you have given us, please contact us using the details below.

## 8. STORING AND TRANSFERRING YOUR PERSONAL INFORMATION

- 8.1 **Security.** We implement appropriate technical and organisational measures to protect your personal information against accidental or unlawful destruction, loss, change or damage. All personal information we collect will be stored on securely. Where we transfer personal information to others, we will ensure that the recipients also implement appropriate technical and organisational security measures to protect your personal information.
- 8.2 **International Transfers of your Personal Information.** Mux is committed to protecting the privacy and confidentiality of your personal information when it is accessed by or transmitted to Mux Inc. or any other third party. With respect to international transfers of your personal data from locations within the UK or the European Economic Area ("EEA") to jurisdictions that are not considered to provide an adequate level of data protection under EU law we have implemented appropriate safeguards such as standard contractual clauses approved by the European Commission to secure the transfer of your personal data. In particular we have implemented an intra-group data transfer agreement which includes the standard contractual clauses to ensure an adequate level of protection when transferring

data within the company group. If you require further information about these protective measures, you can request it from HR at [hr@mux.com](mailto:hr@mux.com).

Standard contractual clauses are template contracts adopted by the European Commission that enable the legal transfer of personal data outside of Europe to third countries that have not received an adequacy decision. The Commission updated its previous set of SCCs to bring them in line with the General Data Protection Regulation and provide additional safeguards in response to the *Schrems II* ruling of the European Court of Justice in July 2020. The 2021 SCCs include a host of new measures which, together with Mux's DPA, provide comprehensive and best-in-class protections for both our customers' and their users' data.

The new measures incorporated in our updated DPA, include enhanced audit rights, strengthened protections around government access requests, and increased operational flexibility. They build on the existing robust safeguards offered by Mux and together with our [Transparency Report](#), will provide customers with the comfort and certainty they need to meet their regulatory obligations. Our customers may choose to execute a new DPA or to opt for an amendment agreement which simply incorporates the 2021 SCCs and the additional relevant terms.

The updated DPA remains aligned with our commitment to privacy and offering our customers strong contractual protections for your data.

## 9. YOUR RIGHTS IN RESPECT OF YOUR PERSONAL INFORMATION

9.1 In accordance with applicable privacy law, you have the following rights in respect of your personal information that we hold:

- (a) **Right of access.** You have the right to obtain:
  - (i) confirmation of whether, and where, we are processing your personal information;
  - (ii) information about the categories of personal information we are processing, the purposes for which we process your personal information and information as to how we determine applicable retention periods;
  - (iii) information about the categories of recipients with whom we may share your personal information; and
  - (iv) a copy of the personal information we hold about you.
- (b) **Right of portability.** You have the right, in certain circumstances, to receive a copy of the personal information you have provided to us in a structured, commonly used, machine-readable format that supports re-use, or to request the transfer of your personal information to another person.
- (c) **Right to rectification.** You have the right to obtain rectification of any inaccurate or incomplete personal information we hold about you without undue delay.
- (d) **Right to erasure.** You have the right, in some circumstances, to require us to erase your personal information without undue delay if the continued processing of that personal information is not justified.
- (e) **Right to restriction.** You have the right, in some circumstances, to require us to limit the purposes for which we process your personal information if the continued processing of the personal information in this way is not justified, such as where the accuracy of the personal information is contested by you.

(f) **Right to object.**

- (i) You have a right, in some circumstances, to object to any processing based on our legitimate interests. There may, however, be compelling reasons for continuing to process your personal information, and we will assess and inform you if that is the case.
- (ii) You have the right to object, on grounds relating to your particular situation, at any time, to processing of personal information concerning you which is based on our legitimate interests including profiling (e.g., credit rating). We shall no longer process the personal information unless we demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of you, or for the establishment, exercise, or defense of legal claims.
- (iii) You have the right to object at any time to processing of personal information concerning you for purposes of direct marketing, which includes profiling to the extent that it is related to such direct marketing. If you object to the processing for direct marketing purposes, your personal data will no longer be processed for such purposes.

9.2 If you wish to exercise one of these rights, please contact [hr@mux.com](mailto:hr@mux.com)

9.3 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

## 10. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time and so you should review this page periodically. If and when we make material changes this privacy notice, we will update the "last modified" date displayed at the end of the document. Changes to this privacy notice are effective when they are published on this page.

## 11. **CONTACTING US**

11.1 If you have any questions about this privacy notice or how we handle your personal information, please contact the data privacy manager at [hr@mux.com](mailto:hr@mux.com).

11.2 This privacy notice was last modified on [01.02.2022].

**ANNEX – PERSONAL INFORMATION WE COLLECT**

<b>Category of personal information</b>	<b>How we use it</b>	<b>Legal basis for the processing</b>
Applicant Name	To identify applicant and use for potential employment paperwork.	Legal requirement
Applicant Contact Information (email address, phone number)	To communicate with applicant and use in potential employment paperwork.	Legitimate requirement
Applicant resume and self-provided documents	To review and assess prior experience and qualifications.	Legitimate interest