



Recruitment Privacy Statement

This privacy statement sets out how Tibra Capital Pty Limited ('Tibra') uses and manages personal data. Tibra also operates subsidiary companies referred to as 'related companies' in this statement. Tibra operates across various jurisdictions including Australia, the United Kingdom, Dubai and Hong Kong. This statement operates in conjunction with relevant privacy and data protection laws in those jurisdictions and may be amended by Tibra from time to time.

How Tibra collects personal data:

Tibra may collect personal data:

- Directly from you, for example where you apply for a role in Tibra or one of its related companies; and/or
- From others, with your consent, such as:
 - where you apply for a position with Tibra through a third party recruitment agent, and the recruitment agent provides your details (including your employment application and/or resume) to Tibra.

Why and how Tibra uses personal data:

Tibra may collect, process and retain personal data necessary for recruitment purposes. This includes personal data required to verify your identity and assess your suitability for employment opportunities with Tibra and its related companies.

Where you have applied for a position with Tibra, Tibra may use the personal data contained in that application for the purposes of:

- evaluating your application;
- assessing your suitability for employment opportunities with Tibra, maintaining a record of your application and its outcome; and
- contacting you regarding Tibra employment opportunities.

Unless authorised by relevant laws, your personal data will not be used for any other purpose without your consent.

What personal data Tibra may collect:

Data may include (but is not limited to) employment application information, identification and contact details, employment and education history, qualifications and skills, results from reference checks, evidence of eligibility to work in the relevant jurisdiction, results of any tests and sensitive data such as your criminal history.

The collection of personal data is not required by law. You may choose not to provide some or all personal data to Tibra. However, Tibra may be unable to consider your application for employment.

How does Tibra store and secure personal data:

Personal data may be stored in hard copy or electronically. Tibra takes all reasonable steps to ensure the security and confidentiality of personal data. This includes protecting it from misuse, loss, unauthorised access, modification or disclosure.

Tibra has a secure electronic environment and policies and procedures that govern the protection of data and confidentiality. Personal data will be retained in line with Tibra's internal document retention policies that meet relevant laws. Documents containing personal data will be disposed of securely.

Who Tibra may disclose personal data to (including across borders):

Unless compelled by a regulatory body, in accordance with a compulsory legal notice or as authorised by law, Tibra will not disclose your personal data without your consent.

As part of its business activities, Tibra may wish to disclose your personal data to related companies, or to service providers who may be located outside your home jurisdiction or hold data in the cloud. Tibra takes reasonable steps to ensure these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal data.

You consent to Tibra disclosing your personal data to its related companies and service providers across borders for the uses outlined in this Statement.

Accessing your personal data:

You may request a copy of the personal data that Tibra holds about you by contacting Tibra's Talent team at globaltalent@tibra.com. You may be asked to verify your identity before a copy can be issued.

If the personal data is incorrect, you may request that Tibra amends its records and Tibra will take reasonable steps to do so.

Tibra may make reasonable charges to produce a copy of your data and may refuse to provide a copy, or delete, data where this is required or authorised by law.

Tibra reserves the right to redact other information or to provide an extract or summary, where permitted by law.

Complaints about personal data:

If you are concerned about a potential or perceived breach of your privacy, please contact Tibra's Legal & Compliance team at compliance@tibra.com, who will undertake to resolve your complaint as soon as reasonably practicable, and no later than 30 days of receipt of your complaint.

If you are not satisfied with the above, you may take your complaint:

- In Australia: to the Office of the Australian Information Commission at <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint>
- In the United Kingdom: to the Information Commissioner's Office at <https://ico.org.uk/concerns/>
- In Hong Kong: to the Privacy Commissioner for Personal Data, Hong Kong at https://www.pcpd.org.hk/english/complaints/how_complaint/complaint/complaint.html
- For all other jurisdictions, contact the relevant authority responsible for privacy and data protection.

PRIVACY CONSENT: (This should appear as a pop up consent page and the final requirement before an application is submitted.)

I acknowledge and agree that I have read and understood this Recruitment Privacy Statement.

I consent to:

1. My personal data being provided to Tibra, and
2. Tibra using and disclosing my personal data for the purposes outlined in this Recruitment Privacy Statement.
3. Tibra using and disclosing my personal data for news, updates and promotions.