

Contents

What’s the purpose of this policy?.....	2
Data Protection principles.....	2
The aspects of your personal data we hold about you.....	2
How does Royal collect your personal data?	3
How we use the info about you	3
What happens if you don’t provide us with any personal information?	4
Criminal convictions and records	4
Automated decision-making	4
Data security.....	4
How long does Royal keep your personal data?	5
Why does Royal keep my personal data?.....	5
Your right to access your own personal data	6
You can withdraw your consent too	6
The Royal Data Protection Officer.....	7
Closing summary	7

What's the purpose of this policy?

Royal is a lot of things, including an award-winning Forex and CFDs broker. It's also a 'data controller', which basically means that we're responsible for deciding how we hold and use the personal data about yourself that you've given us.

You're also probably reading this because you're applying for a job here at Royal, and you're either applying to join us as an employee or contractor. We've put this policy in place so that you're fully aware of how and why your personal data will be used. We use your personal data for the purposes of recruitment exercise. In this policy, we'll also explain how long your personal data will usually be retained for by us. This policy also provides you with certain information that must be provided under GDPR (General Data Protection Regulation), which is an EU directive, 2016/679.

Data Protection principles

Here at Royal, we comply with all the data protection law and principles, and by our compliance to these laws, you can have peace of mind that your personal data will:

- Be used lawfully and fairly
- Be used in a fully transparent way
- Be collected only for valid recruitment purposes that we have clearly explained to you
- Not used in any way that is incompatible with those recruitment purposes
- Be relevant to the purposes we have told you about and limited only to those purposes
- Be accurate and kept up to date
- Be kept only as long as necessary for the recruitment purposes we have told you about
- Be kept safely and securely

The aspects of your personal data we hold about you

When it comes to you applying for a role here at Royal, we will ask you for some personal data. We'll then collect, store, and use the following categories of personal information about you:

1. The information that's held within your CV/ Resume, as well as any other data that's held within the covering letter you've given us
2. The information you have provided on our application form (be it an online or offline application form). This includes your:
 3. Name
 4. Title
 5. Address
 6. Telephone number
 7. Email address
 8. Date of birth
 9. Gender

Job Applicant Privacy Notice

10. Education
11. Training
12. Employment history
13. Qualifications
14. Skills and knowledge
15. Any information which relates to your participation in any company or institution that was penalised by the regulatory body
16. Any information you provide to us during an interview

We may also decide to collect as well as store and use the following personal information, which we classify as 'sensitive information':

17. Information about any criminal offences and convictions you may have

How does Royal collect your personal data?

When it comes to us collecting personal data from potential recruitment candidates, we go about collecting it via these sources:

18. Directly from you
19. Recruitment agencies
20. When it comes to us working with recruitment agencies, we collect the following categories of data:
21. Any results relating to an interview the agency carried out with you
22. Your CV/ Resume
23. Your work experience data
24. References from your previous employers, as well as the names of the referees and a detailed report on your work experience.

How we use the info about you

We don't just collect personal data relating to you, but we also use it to:

25. Review and assess your skillset to see if you're the right fit for the job
26. Review your experience
27. Review your qualifications
28. Carry out extensive background checks if they're needed
29. Talk to you about our recruitment processes and procedures
30. Remain compliant with all laws and regulatory requirements

When it comes to us deciding if you're the right fit for the role you're applying for, we need to hold onto your personal data so that we can assess your application. We'll also process your personal information if we do decide to enter into a contract of employment with you.

We build a profile on every potential candidate, and that profile starts from the second we've received your CV/ Resume and covering letter. We then process your application form, as well as the results from the initial interview.

Job Applicant Privacy Notice

Every recruitment profile has a set points system, and if your profile points are high, which basically means if you fit the profile we're looking for, you will be shortlisted for the role you've applied for. If we see that you would be better suited for another role, and that role needs filling, we will let you know.

Once you're shortlisted, we'll decide whether your application is strong enough to invite you for a second interview. If you are called for a second interview, we'll use the information you've provide to us at the interview to decide whether to offer you the position you've applied for.

If we do decide to offer you the role, the next step in this process will see us look up your references. Depending on the role you've applied for, we may also carry out a criminal record check, as well as any other checks we deem necessary before confirming your appointment with you.

What happens if you don't provide us with any personal information?

If you don't provide us with the necessary information we've asked for, we won't be able to process your application and you won't make our shortlist.

Let's say we ask for references and you fail to provide us with accurate references, we won't be in a position to check these references. At this point, our HR Team will contact you so that you can confirm the referee's details. If we still can't make any headway, your application will be terminated.

Criminal convictions and records

When it comes to gathering personal information on you, we will be looking at your criminal convictions if we are in a position to offer you the role for the position that you've applied for. The criminal record check will be the last check we do on you, therefore all reference checks will need to be done first.

As per our regulatory body here in Cyprus, we are required to carry out a criminal record check on you. This is to satisfy us that there's nothing in your criminal convictions history which makes you unsuitable for the role.

Automated decision-making

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

Data security

We've added a series of security measures to prevent your personal information from being accidentally lost or used, or even accessed in an unauthorised way.

We also limit access to your personal information to employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions.

Job Applicant Privacy Notice

Anyone who has a business need-to-know is subject to a duty of confidentiality. If you would like to further understand the details of the security measures we take to ensure we look after and protect your personal data, you can do so by contacting the Royal Data Protection officer via email at dpo@rfxt.com.cy.

How long does Royal keep your personal data?

When it comes to us retaining your personal data, we hold onto it for a period of 1 year after we've explained to you if we're going to hire you or not.

Why does Royal keep my personal data?

We retain your personal information a year so that in the event of a legal claim, we can show that we haven't discriminated against candidates on prohibited grounds and that we've conducted the recruitment exercise in a fair and transparent way.

Once the year period is over, we'll securely destroy your personal information in accordance with our data retention policy as this can be provided to you upon your request. If we wish to keep your personal information on file, we'll write to you and ask for your consent. We may want to keep your data on hand if an opportunity for another role presents itself. If we do renew the retention period, it will be renewed for a further year.

Your right to access your own personal data

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

1. **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.
2. **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.
3. **Request erasure** of your personal information. This means that you can 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).
4. **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.
5. **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.
6. **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, please get in touch with the Royal HR department by email – careers@rfxt.com.

You can withdraw your consent too

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time.

To withdraw your consent, simply contact the Royal HR department via email – careers@rfxt.com.

Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Job Applicant Privacy Notice

The Royal Data Protection Officer

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO via email at dpo@rfxt.com.

You have the right to make a complaint at any time to the Commissioner of Personal Data Office (CPD), the Cyprus supervisory authority for data protection issues.

Closing summary

Above all else, we want you to know that we'll always look after your personal data. We'll never sell, lease or give it out to anyone. If we're going to hold onto your data for more than a year, we'll let you know.

Good luck when applying for the role that you feel fits you like a glove. We're always on the lookout for talented people, and if you feel you fit the bill, best of luck!