

CANDIDATE PRIVACY NOTICE

WELCOME

Welcome to **IFH Capital Trader Ltd**, an Investment Firm with headquarters in Sliema, Malta. We are regulated and authorized by the Malta Financial Services Authority (www.mfsa.mt) under license code **GMCP** (hereinafter referred to as the “**Company**”). At IFH Capital Trader Ltd, we highly value your privacy and are dedicated to safeguarding your personal data.

As the controller of personal data, we are committed to transparency and ensuring that your personal data is utilized responsibly throughout the recruitment process.

DATA PROTECTION PRINCIPLES

We adhere to strict data protection laws and principles to ensure that your personal data is:

1. Used lawfully, fairly, and transparently.
2. Collected for specific, legitimate purposes and not used in any way incompatible with those purposes.
3. Relevant and limited to what is necessary for the intended purposes.
4. Accurate and kept up-to-date.
5. Retained only for the duration required for the recruitment process.
6. Securely maintained and protected against unauthorized or unlawful processing.

CANDIDATES’ PERSONAL DATA

When you submit your online recruitment application, we collect, utilize, and store various categories of personal data, including:

1. Information provided in your curriculum vitae (CV) and covering letter.
2. Data from our application form, encompassing your contact details, employment history, qualifications, and more.
3. Any additional information provided by your referees.

SOURCES OF PERSONAL DATA

We collect personal data from the following sources:

1. You, the candidate.
2. Your named referees.
3. Publicly accessible sources such as LinkedIn.

REGISTERED ADDRESS: 228, Tower Road, Sliema SLM1601, Malta

BUSINESS ADDRESS: Dragonara Business Centre, Block B, Ground Floor, ST. Julians STJ3340, Malta

E: info@icapitaltrader.com · **W:** www.icapitaltrader.com · **T:** (+356) 2762-1611

IFH Capital Trader Limited is a Malta registered company (C635858) and is licensed by the Malta Financial Services Authority [MFSA]

UTILIZATION OF YOUR PERSONAL DATA

Your personal data will be used to:

1. Facilitate communication regarding the recruitment process.
2. Evaluate your skills, qualifications, and suitability for the role.
3. Conduct background and reference checks.
4. Maintain records related to our hiring procedures.
5. Ensure compliance with legal or regulatory requirements.

It is our legitimate interest to assess your suitability for a role and determine whether to proceed with your application.

FAILURE TO PROVIDE PERSONAL DATA

Failure to provide necessary personal data may hinder the processing of your application.

SENSITIVE PERSONAL DATA USAGE

We will only use sensitive personal data where permitted by law, such as to consider adjustments during the recruitment process or assess visa requirements.

AUTOMATED DECISION-MAKING

We do not employ automated decision-making processes in our recruitment process.

SHARING YOUR PERSONAL DATA

Your personal data may be shared within our group entities solely to assess your suitability for a role. We do not share personal data with third parties unless legally obligated.

DATA SECURITY AND ORGANIZATIONAL MEASURES

We have implemented robust security measures to prevent unauthorized access, alteration, or disclosure of your personal data. Access is restricted to authorized personnel only.

DATA RETENTION

We retain your personal data for three years after your last application date for legal compliance and potential future vacancies. After this period, your data is securely destroyed.

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YOUR RIGHTS

You have the right to access, correct, erase, or restrict the processing of your personal data. For any inquiries or requests, please contact us at careers@icapitaltrader.com.

ADDRESSING DATA PROTECTION QUERIES

Our Data Protection Officer oversees compliance with this notice. For any queries or concerns regarding your personal data, please contact the DPO at dpo@icapitaltrader.com or +356 276 21611.

You also have the right to lodge a complaint with the Office of the Information and **Data Protection Commissioner** of Malta.

We value your privacy and are committed to protecting your personal data throughout the recruitment process.

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