

Applicant Data Privacy Notice



This version is applicable from 25 May 2018 as a result of the entry into force of the EU General Data Protection Regulation (“GDPR”). This Applicant Data Privacy Notice may need to be amended from time to time including in case of regulatory or operational changes, in such case the applicable up-to-date version will be published on our website (<https://www.ifml.lu>).

1. INTRODUCTION

Japan Fund Management (Luxembourg) S.A. (“JFML”) is a management company authorised under Chapter 15 of the Luxembourg Law of 17 December 2010, as amended, and an alternative investment fund manager authorised under the Luxembourg Law of 12 July 2013, as amended. JFML manages undertakings for collective investment subject to Part I or Part II of the Luxembourg Law of 17 December 2010, specialised investment funds subject to the Luxembourg Law of 13 February 2007, reserved alternative investment funds subject to the Luxembourg Law of 23 July 2016, as well as Irish unit trusts subject to the Irish Unit Trust Act, 1990.

Japan Fund Management (Luxembourg) S.A. (“JFML”, “we” or “us”) is committed to protecting the privacy and security of your personal data.

JFML, as data controller, is responsible for processing your data. This means that we are responsible for determining how we hold and use personal information about you. According to the General Data Protection Regulation (EU 2016/679) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (“GDPR”), JFML as data controller is required to notify you of the information contained in this applicant data privacy notice.

The purpose of this applicant data privacy notice is to let you know which personal data we collect about you, the reasons why we use and share such data, how long we keep it, what your rights are and how you can exercise them.

This applicant data privacy notice provides you with an overview of the way JFML handles Personal Data as defined below and ensure the protection thereof.

It is important that you read and understand this notice. If you have questions or do not understand it fully, please seek additional information from the JFML’s Data Protection Coordinator by using the contact details provided at the end of this notice.

2. PERSONAL DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will collect, store, and use the following categories of personal information about you as listed below. Such data may be provided directly by you or collected from third parties.

2.1 Personal basic data

- Your personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Your date of birth
- Your gender
- Your marital status and dependents
- Your government-issued identification numbers, such as national ID number or national insurance number
- Your nationality

- Your languages
- Your photo
- Copy of your passport or identity card

2.2 Data related to your recruitment process

- Personal information included in your CV
- Data relating to your work and education record and more specifically the information contained in your CV
- Declarative data (information provided during recruitment interviews by you or third party sources if they are relevant to the processing of your application)
- Data collected using innovative solutions (video interviews to short-list candidates)
- Technical data (login data used by you to access our website)
- Data from video surveillance devices and devices used to record electronic communications, in accordance with applicable rules (e.g. security surveillance cameras on our premises)
- Data made public at your initiative (e.g. profiles from professional social networks)

3. GROUNDS FOR COLLECTING AND USING YOUR DATA

We collect and process your data for a number of purposes where we have a legal basis to do so.

3.1 Legitimate interests

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

3.2 Compliance with legal obligations

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in Luxembourg before employment starts.

3.3 Special categories of data

We may process information about whether applicants are disabled, so that we can make reasonable adjustments for candidates who have a disability. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or we can meet our obligations, or exercise our rights, under the law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

3.4 Further processing and other information

We will not use your data for any purpose other than the recruitment process of which you are a part. We ensure that the information you provide to us or that we collect through various channels (our website, our correspondence, conversations and interviews with our employees and particularly our recruitment consultants) are only used for the purposes indicated in this notice. Please note that, regarding personal information we receive from recruitment consultants, we are not responsible for the processing of your personal data by those third parties and we are acting solely as recipient in this respect.

4. CHANGE OF PURPOSE

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. AUTOMATED DECISION MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making. There will always be human intervention into decisions based on automated processing, including automated analytics, testing, profiling.

However if this position changes, or there is a need and lawful base to do so, we will notify you in writing.

6. TRANSFERRING INFORMATION OUTSIDE THE EU

As an international company, if necessary, we will transfer the personal information we collect about you to JFML's direct parent company, Mizuho Trust & Banking (Luxembourg) S.A., and ultimate parent company, Mizuho Financial Group, Inc. (domiciled in Japan).

The European Commission adopted on 23 January 2019 its adequacy decision on Japan, allowing data to flow freely between the EU and Japan based on the strong protection guarantees.

7. DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We limit access to your personal data to those employees, agents, contractors and other third parties on a need-to-know basis, i.e. who need the access in order to fulfil the tasks and duties relating to service provision. All service providers are permitted to process your personal data based on our instructions, they are subject to a duty of confidentiality, and they are required to be compliant and demonstrate the compliance with Personal Data Protection.

Our IT systems are protected against unauthorised access with various level of controlled and password protected access rights.

When transferring or disclosing your personal data the safety measures vary based on the sensitivity of the data and may include e.g. strong identification of the recipient and encryption of the transferred information.

Any sensitive information (such as health-related information or any sensitive data required by local legislation) will usually be used separately from other personal data, and access rights to such sensitive personal data are granted only with weighty reasons to persons making decisions, usually HR representatives, direct manager and direct manager's manager.

We have implemented procedures to deal with any actual or suspected data security breach, and will notify you as well as any applicable authority about any breach where we are legally required to do so.

We are avoiding personal data collection and usage in paper format. If so required, the paper documents and copies will be always stored in locked-up premises.

Our IT organisation together with our DPC monitor the safety and integrity of the personal data protection on regular basis and have implemented technical measures to prevent and detect any safety breaches that may threaten your personal data.

8. DATA RETENTION

We only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal requirements.

In case your application for employment is unsuccessful, we may continue to hold your personal data for future reference for a limited period not exceeding two years. You may access, modify or delete such data by simple request to recruitment@mizuho.lu

9. YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION

Under certain circumstances, you have the right to:

- Request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are collecting and using it lawfully.
- 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 use 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 that makes you want to object to processing on this ground.

- Request the restriction of collecting and using your personal information. This enables you to ask us to suspend the usage of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the data portability of your personal information to another party.
- Right to lodge a complaint to supervisory authority.
- Right to withdraw the consent. In circumstances where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

You can exercise your rights:

- To review, verify, correct or request erasure of your personal information, object to the processing of your personal data, request that we transfer your basic personal information to another party or withdraw the consent, please contact the DPC in writing.
- To lodge the complaint to supervisory authorities, please contact directly the Data Protection Authority of your location country or the Luxembourg Data Protection Authority (Commission Nationale pour la Protection des Données, <https://cnpd.public.lu/en.html>).

In order to meet your request we may need to obtain specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Exercising your rights is free from charges. However, we have right at our sole discretion to refuse to fulfil or charge a reasonable fee for fulfilling of several similar consecutive requests or requests that are manifestly unfounded or excessive. We are also entitled to decline requests on statutory grounds in which cases we will inform you of such decline including the grounds for the decline.

10. YOUR DUTY TO INFORM US ABOUT CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

11. CHANGES TO THIS NOTICE

We reserve the right to update this applicant data privacy notice at any time, and we will publish a new notice when we make any updates.

12. CONTACT DETAILS

For any question about how we process your personal data, please feel free to contact our data protection coordinator by phone (+352 276 920 669) or by email (personal.data@mizuho.lu), or use the following contact details:

Japan Fund Management (Luxembourg) S.A.

To the attention of the Conducting Officers

Address: 1B, rue Gabriel Lippmann, L-5365 Munsbach, Grand Duchy of Luxembourg

Tel: +352 276 920 1

Fax: +352 276 920 440

Online contact form: <https://www.jfml.lu/contact.html#message>