

UK CANDIDATE PRIVACY NOTICE

Last Updated: April 13, 2026

This Privacy Notice provides a comprehensive overview of the practices of AHEAD UK Solutions Limited, our parent company, AHEAD, Inc., and each of our affiliates and subsidiaries (collectively, “AHEAD”, “We”, “Us”, or “Our”), with respect to the collection, use, and disclosure, for recruitment-related purposes, of personal data and special categories of personal data about candidates who apply for jobs with us (collectively, “Candidates”, “You”, or “Your”).

Our Collection and Use of Recruitment-Related Personal Data

What Data Do We Collect?

The types of data we collect (directly from you or from public or third-party information sources such as recruitment agencies) depend on the nature of the position or role you are applying for within AHEAD and the requirements of applicable laws. Such information may include:

- contact information (e.g., name, telephone numbers, address, and e-mail addresses);
- personal details (e.g., date of birth and immigration status);
- education and training (e.g., education level, field and institution, competency assessments, professional licenses and certifications); and
- employment history.

Any additional information included on your resume, including photos, details of hobbies, and other information will also be stored on our systems.

The provision of this personal data is used in order to consider and process your application and, ultimately, to enter into an employment contract with you if your application is successful. You are not required to provide this personal data, however, failure to do so may mean that we are unable to consider and process your application or enter into an employment contract with you.

How We Use Your Data and Legal Basis For Processing

We collect the personal data listed above for the purposes of:

- considering and evaluating your eligibility and suitability for the job role you have applied for;
- passing your data to key stakeholders within AHEAD who are involved in the recruitment process;
- verifying the information you have provided; and
- entering into an employment contract with you if your application is successful.

For all types of candidates, once you have submitted your application, our legal basis for processing your personal data is that the processing is necessary for the purposes of our legitimate interests (unless such interests are overridden by your interests or fundamental rights or freedoms which require protection of personal data). Our legitimate interests include ensuring that your application is reviewed and fairly considered for the job role applied for and ensuring that we hire people who meet the requirements of the relevant job role.

Artificial Intelligence

AHEAD may use artificial intelligence (“AI”) tools, including internal and third-party applications, in accordance with applicable laws, to process your personal information for the following purposes during our recruiting process. We take reasonable measures to help ensure that our AI tools are used in a manner

intended to be fair, lawful, and non-discriminatory, including maintaining governance and risk-management practices designed to identify, assess, and mitigate reasonably foreseeable risks of unlawful bias. Consent is voluntary. You may choose to opt-out of the review or analysis of your application and resume by AI tools by using the General Application and may withdraw your consent to recording and transcription at any time before an interview begins. Declining or withdrawing consent will not negatively affect your candidacy.

Using AI to make decisions about your candidacy

We may process your personal information from your resume using AI tools to help us make decisions about your candidacy and to identify other job opportunities for you within AHEAD. Such AI tools identify information in candidate-provided resumes and CVs that is responsive to the requirements and qualifications set out in our job descriptions. The AI tools generate output that helps our team identify which candidates have a skill set that matches the position. The decision to advance an application is made by human reviewers. You may contact us as outlined below to request further information about how our AI tools work and how our recruiters make decisions about your application. You may also request that your application be solely reviewed by a human being.

Data Retention

We will retain your recruitment data only for as long as is necessary for the purposes set out in this Privacy Notice, subject to your right, under certain circumstances, to have certain sections of your recruitment data erased (see the **What Are Your Rights in Relation to Your Personal Data** section below), unless a longer period is required under applicable law or is needed to resolve disputes or protect our legal rights. We hold recruitment data about the following categories of applicants for the corresponding period of time:

Category of person	Retention period
Successful applicants	Your personal data is transferred to a personnel file and is retained for the period of your employment and for seven (7) years following termination of your employment for any reason.
Unsuccessful applicants	Your personal data will be retained for four (4) years from the end of the consideration window for the job role applied for.

How We Share and Disclose Your Recruitment-Related Data

We may share your personal data listed above with the following third parties for the purposes described below:

Service Providers: We share your recruitment data with third-party service providers who perform services on our behalf or for your benefit, such as recruitment agents and software platforms such as Lever.

Parent Company: We share your recruitment data with AHEAD, Inc. for internal administrative purposes and uses that are consistent with this Privacy Notice.

Legal Process: We may disclose your recruitment data to various third parties, such as legal advisers and counterparties in the event that we need to make or defend a legal claim, comply with legal obligations or enforce agreements.

Business Transfers: Your recruitment data may be disclosed to various third parties, such as prospective or actual buyers of our business or assets, legal advisers and financial advisers, as part of a corporate business transaction, such as a merger, acquisition, joint venture, or financing or sale of company assets, and could be transferred to a third party as one of the business assets in such a transaction.

International Data Transfers

Any information that you provide to us is stored in the United States and processed by AHEAD, Inc. as set out in this Privacy Notice.

What Are Your Rights in Relation to Your Personal Data?

Subject to the conditions prescribed in applicable laws, you have the right:

- to access your personal data;
- to rectify your personal data;
- to request erasure of your personal data;
- to ask us to restrict processing of your personal data;
- to request that your personal data is transferred to a third party; and
- to object, on grounds relating to your particular situation, to processing of your personal data which is based on our or a third party's legitimate interests, including where we undertake any profiling about you based on such legitimate interests.

Where applicable, you can exercise any of these rights by contacting us as set out in the **Contact Us** section below.

Contact Us

If you have any questions or concerns about this Privacy Notice or our personal data handling practices, please contact us at privacy@ahead.com