

Recruitment Privacy Notice

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Last updated: May 2026

This notice explains how Edgewater Strategy Group collects, uses, and protects personal data when you apply for a role with us. Please read it carefully before submitting your application.

1. Who We Are

Edgewater Strategy Group is the data controller responsible for your personal data collected through our recruitment process. “We”, “us” and “our” in this notice refer to Edgewater Strategy Group.

If you have any questions about how we handle your data, or wish to exercise any of your rights, please contact us at: recruiting@edgewaterstrategygroup.com

2. Personal Data We Collect

When you apply for a role with us, we may collect the following categories of personal data:

- i. Your name, email address, and telephone number
- ii. Your CV, work history, and professional qualifications
- iii. Your LinkedIn profile and other professional information you share with us
- iv. Your cover letter and any supporting statements
- v. Email correspondence between you and Edgewater Strategy Group
- vi. Interview notes and assessment scores made during our selection process

We collect this data directly from you when you submit your application or correspond with us. We do not use any third-party recruitment platforms.

3. How and Why We Use Your Data

We use your personal data to:

- i. assess your suitability for the role you have applied for;

- ii. communicate with you about your application and the recruitment process;
- iii. conduct interviews and selection activities;
- iv. verify information you have provided, for example your qualifications; and
- v. comply with our legal and regulatory obligations.

4. Our Lawful Basis for Processing

We process your personal data on the basis of legitimate interests (Article 6(1)(f) UK GDPR). Our legitimate interest is in identifying and hiring suitable candidates for our business. We have balanced this interest against your rights and do not consider this processing causes you undue harm.

Where processing is necessary to take steps prior to entering into a contract of employment with you (for example, making a formal offer), we may additionally rely on Article 6(1)(b) UK GDPR.

5. Who Has Access to Your Data

Your personal data is accessed only by members of the Edgewater Strategy Group team directly involved in the recruitment process. We use Microsoft 365 for email correspondence with candidates. We do not use third-party recruitment platforms or share your data with external recruitment agencies.

6. International Data Transfers

Your data is stored and processed in the United Kingdom only. We do not transfer your personal data to any country outside the UK. Should this change, we will update this notice and ensure appropriate safeguards are in place before any transfer occurs.

7. How Long We Keep Your Data

We retain your personal data for the following periods:

- i. **Unsuccessful candidates:** six months from the date we notify you of our decision, after which it will be securely deleted.
- ii. **Successful candidates:** with us, your recruitment data will be transferred to your employee record and retained in line with our employee data retention policy.

If you would like us to keep your details on file for future roles beyond the six-month period, please let us know and we will ask for your explicit consent.

8. Your Rights

Under UK GDPR, you have the following rights in relation to your personal data:

- i. **Right of access.** copy of the personal data we hold about you.
- ii. **Right to rectification.** t inaccurate or incomplete data.
- iii. **Right to erasure.** delete your personal data in certain circumstances.
- iv. **Right to restrict processing.** sing of your data in certain circumstances.
- v. **Right to data portability.** n a structured, commonly used, machine-readable format.
- vi. **Right to object.** our processing where we rely on legitimate interests.
- vii. **Automated decision-making.** ated decisions that have a legal or similarly significant effect on you. All decisions are made with human involvement.

To exercise any of these rights, please contact us at recruiting@edgewaterstrategygroup.com. We will respond within one calendar month of receiving your request.

9. Your Right to Lodge a Complaint

If you are unhappy with how we have handled your personal data, you have the right to lodge a complaint with the UK's data protection supervisory authority:

Information Commissioner's Office (ICO) | ico.org.uk | 0303 123 1113

We would appreciate the opportunity to address any concerns before you contact the ICO, so please do reach out to us in the first instance.

10. Changes to This Notice

We may update this notice from time to time. The most current version will always be available on our website. Where we hold your contact details and make material changes, we will notify you directly.

"If you are located outside the United Kingdom, please note that your data will be processed in accordance with this notice and UK data protection law. Depending on where you are located, you may have additional rights under local law. To exercise any such rights, please contact us at recruiting@edgewaterstrategygroup.com.