

Privacy Notice for MarketAxess Job Applicants

This privacy notice describes how MarketAxess collects and uses personal information about candidates in connection with the MarketAxess recruitment processes. The personal information supplied in a candidate's job application will be processed in accordance with the obligations of MarketAxess under applicable data protection legislation.

MarketAxess collects, processes and stores candidates' personal information to the extent necessary to enable MarketAxess to process the candidate's application and to reach a hiring decision. MarketAxess also processes personal information in compliance with applicable laws and regulations. MarketAxess, as a Data Controller, processes a candidate's personal information on the following legal grounds: (i) necessity to enter into an employment contract; (ii) compliance with a legal obligation to which MarketAxess is subject; or (iii) where there is a legitimate interest to do so (for example, identifying and sourcing talent and screening and selecting of candidates).

The type of personal information which is collected, used and stored by MarketAxess in connection with a candidate's application includes, but is not limited to: personal information provided in a curriculum vitae and covering letter, personal contact information, identification information, academic records, employment history and references.

MarketAxess may also collect special category data from candidates where collecting such information is required or permitted by law, for example with the individual's explicit consent. Special category data includes information about an individual's racial or ethnic origin, religious beliefs, disability or health information. The provision of special category data in certain jurisdictions is entirely voluntarily, however where information is required by law and is not voluntarily provided, MarketAxess may be required by law to make its own assessment of such criteria. MarketAxess is also required to conduct criminal background checks for certain candidates during the application stage of the hiring process.

MarketAxess collects personal information from candidate applications, curriculum vitae, and from any other documents submitted to MarketAxess containing personal information. If a candidate is appointed to the job, further personal information will be collected from the candidate and will be processed in accordance with the MarketAxess staff privacy policy.

Candidate personal information may be processed by third parties (including other companies within the MarketAxess Group and third-party service providers), where required by law, where it is necessary to process your application or where MarketAxess has another legitimate interest in doing so. MarketAxess has implemented adequate safeguards for the transfer of personal information outside the UK and the EEA in accordance with relevant data protection laws.

Candidates in some jurisdictions have the right to send MarketAxess a written request to: (i) look at or obtain a copy of the personal information MarketAxess holds about them; (ii) ask to have inaccurate data held about them amended; (iii) if appropriate, restrict or object to the processing of their personal information; or (iv) erase their personal data, subject to MarketAxess record retention periods. Where personal information has been submitted through an online application, candidates can also use their login details to manage such personal information. If a candidate fails to provide personal information necessary for MarketAxess to consider their application, MarketAxess will not be able to process the candidate's application successfully.

For further guidance on how personal information is processed, contact the MarketAxess Human Resources department at HRTeam@marketaxess.com.