

Privacy Policy

Note: Please read the below before proceeding

Who are we?

CBRE is the world's leading commercial real estate services firm with offices located around the globe. We have over 70,000 employees worldwide, with over 12,000 of those in the UK & Ireland alone. The company's core services include property sales, leasing and management, facilities and project management, investment management and, research and consulting.

At CBRE we take your personal data very seriously. This policy provides information as to CBRE's role as a Data Controller (as defined in the General Data Privacy Regulation (EU) 2016/679) when processing personal data for recruitment purposes. This policy:

- sets out the types of personal data that we collect about you
- explains how and why we collect and use your personal data
- explains how long we keep your personal data for
- explains when, why and with who we will share your personal data;
- sets out the legal basis we have for using your personal data;
- explains the effect of refusing to provide the personal data requested;
- explains the different rights and choices you have when it comes to your personal data; and
- explains how we may contact you and how you can contact us.

We keep our privacy notice under regular review. If we change this privacy notice, we will publish the updated version here. This privacy policy was last updated in January 2020.

What personal data do we collect about you?

We collect the information necessary to be able to find available opportunities and further information needed to assess your eligibility through the various stages of the recruitment process. This includes personal information such as name, title, addresses, telephone numbers and personal email addresses, date of birth, recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the recruitment process), details contained in letters of application and resume/CV (including previous employment or work background; education history; professional qualifications; professional memberships; interests; language and other relevant skills; certificates and certification expiration dates); project assignments and time spent on assignments; skills and experience; development programmes planned and attended; willingness to relocate, current salary information, educational records, work history references, results of any tests, including psychometric tests we carry out during the recruitment process), feedback from interviewers and assessors and notes taken during interview.

We only process information when we have a legal basis for the processing, as follows:

- To fulfil a contract with you;
- With your consent (or provided you have not objected, or opted-out, as may be appropriate under applicable law), to provide you with marketing communications; or
- To comply with the laws that are applicable to us around the world

We may also process your information for the purposes of our own legitimate interests or those of a third party, provided that the processing does not and shall not outweigh your fundamental rights and freedoms.

We may also collect sensitive personal data about you, in the form of equal opportunity monitoring forms, diversity and information relating to any health issues. We will however only collect sensitive personal data from you, and further process this data, where you have given your explicit consent.

We may also collect information about criminal convictions and may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. To the extent that we process information relating to criminal convictions our lawful basis for doing so will be when we are required by law to process such information or with your

explicit consent. We will use information about criminal convictions and offences to ensure that we can meet our contractual obligations to clients. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

As part of our new recruitment procedure, we are required to take copies of candidate's passports (and visa if applicable) to verify right to work status. If you progress to final interview stage, you will be required to bring these documents in. No offer of employment will be made without this verification. This must be the original document, photocopies will not be accepted.

Passport copies will be stored in a secure electronic folder only accessible by HR personnel. Your passport will only be shared with those required to have visibility of the document, either through collection or through requirement to validate right to work, and only CBRE employees. Passport copies will be deleted after 6 months. If you would like this data deleted prior to this time, please contact your recruitment point of contact.

Candidates who are located outside of the UK will be required to bring in their proof of right to work once they arrive in the country.

You will not be able to commence your employment for CBRE without prior right to work verification.

Where do we collect personal data about you from?

The following are the various sources from where we may collect personal data about you:

- Directly from you. This is information you provide while searching for a new opportunity and/or during the different recruitment stages.
- From an agent/third party acting on your behalf. e.g. Contractor's Limited Company.
- Through publicly available sources. We use the following public sources including LinkedIn, other Job Board websites and online CV libraries.
- By reference or word of mouth. For example, you may be recommended by a friend, a former employer, a former colleague or even a present employer.

How and why we use your personal data?

We use your personal data to match your skills, experience and education with a potential position within CBRE.

How long do we keep your personal data for?

We keep your personal data for the following period:

Candidate data: two years

Your personal data is shared with the hiring manager who initiates a search for personnel, to ascertain if you are a good fit for the available position.

What legal basis do we have for using your information?

For prospective candidates, contractors and referees, our processing is necessary for our legitimate interests in that we need the information to be able to assess suitability for potential roles, to find potential candidates and to contact referees.

If you are interviewed and submitted as a candidate, then this may involve the processing of more detailed personal data including sensitive data such as health information that you or others provide about you. In that case we always ask for your consent before undertaking such processing.

What happens if you do not provide us with the information we request or ask that we stop processing your information?

If you do not provide the personal data necessary, or withdraw your consent for the processing of your personal data, we may not be able to match you with available job opportunities.

Do we make automated decisions concerning you?

No, we do not carry out automated profiling.

Do we use Cookies to collect personal data on you?

To provide better service to you on our websites, we use cookies to collect your personal data when you browse. Please [click here](#) to view our cookie policy for more details.

Do we transfer your data outside the EEA?

To better match your employee profile with current opportunities we may transfer your personal data to countries outside the EEA. These countries' privacy laws may be different from those in your home country. Where we transfer data to a country which has not been deemed to provide adequate data protection standards we always have security measures and approved model clauses in place to protect your personal data.

To find out more about how we safeguard your information in relation to transfers contact us on UKRecruitmentGDPR@cbre.com

What rights do you have in relation to the data we hold on you?

By law, you have a number of rights when it comes to your personal data. Further information and advice about your rights can be obtained from the data protection regulator in your country.

Your rights

What does this mean?

1. The right to be informed

You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights.

2. The right of access

You have the right to obtain access to your information. This is so you are aware and can check that we are using your information in accordance with data protection laws.

3. The right to rectification

You are entitled to have your information corrected if it is inaccurate or incomplete.

4. The right to erasure

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

5. The right to restrict processing

You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.

6. The right to data portability

You have rights to obtain and reuse your personal data for your own purposes across different services.

7. The right to object to processing

You have the right to object to certain types of processing, including processing for direct marketing (i.e. if you no longer want to be contacted with potential opportunities).

8. The right to lodge a complaint

You have the right to lodge a complaint about the way we handle or process your personal data. If you have any questions or concerns about the way CBRE has collected or handled your data or responded to any request to exercise your information rights or believe someone is violating CBRE's policies or the law, you can ask your question or report your concern via [CBRE Ethics Helpline](#).

Remember that you have the right to lodge a complaint with your local data protection authority, if you are dissatisfied with the way CBRE has handled your complaint.

9. The right to withdraw consent

If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).

We usually act on requests and provide information free of charge, but may charge a reasonable fee to cover our administrative costs of providing the information for:

- baseless or excessive/repeated requests, or
- further copies of the same information.

Alternatively, we may be entitled to refuse to act on the request. Please consider your request responsibly before submitting it. We will respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we will come back to you and let you know.

How will we contact you?

We may contact you by phone, email or social media. If you prefer us to contact you in a particular way, please let us know

How can you contact us?

If you have any further questions, comments or requests regarding the privacy notice or the processing of your personal data, please contact UKRecruitmentGDPR@cbre.com.

If you wish to access your data subject rights please send an email to DSR@cbre.com.