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Global Candidate Data Privacy Notice

— Table of Contents

Global Candidate Data Privacy Notice	3
1 Introduction.....	3
2 Data Collection and Use.....	3
3 Access to Personal Data.....	3
4 Application and Legal Basis for Processing.....	4
5 Data Retention, Sharing, and Security.....	5
6 Your Rights.....	6
7 Contacts and Complaint Resolution.....	7
Appendix	8
1 India.....	8
2 Korea.....	8
3 Japan.....	8
4 China.....	9

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Global Candidate Data Privacy Notice

1 Introduction

FTI Consulting, Inc. and its subsidiaries (collectively “FTI”) are committed to protecting the privacy of individuals who apply to work with us. This Notice explains how we collect, use, and protect personal data about candidates during the recruitment process. It supplements FTI’s [public facing Privacy Policy](#).

The primary decision maker (“Controller”) of your personal data is the FTI entity you have applied to or are being considered by. Other FTI affiliates may also process your data where necessary, in line with the purposes described in this Notice.

Personal data is required by FTI to effectively manage and maintain our relationship with you in compliance with all legal and regulatory requirements, both during the recruitment process, throughout your employment, and after you have left the company.

FTI will comply with applicable data protection laws and principles. This means that your personal data will be processed lawfully, fairly, and transparently. It will only be collected for valid purposes that have been clearly explained to you and will not be used in ways incompatible with those purposes. We ensure that the data we collect is relevant and limited to what is necessary for the purposes communicated, accurate and kept up to date, retained only as long as necessary, and stored securely to protect against unauthorized access or misuse.

2 Data Collection and Use

As a prospective employer, FTI collects and processes personal data about you in connection with your application or candidacy. This data is typically obtained directly from you through applications, emails, or conversations, from third parties such as references or background checks, and occasionally from information you provide about others, for example, emergency contacts.

A Types Of Personal Information We May Collect from You

Subject to applicable country/state laws, FTI may collect the following:

- **Basic Details:** Name, address, contact information, date of birth, nationality, language.
- **Employment Information:** CV, qualifications, education, awards, professional memberships, work eligibility, and performance feedback.
- **Background Information:** Criminal records, credit checks, and marital status.
- **Sensitive or Special Category Information:** Health, race/ethnicity, religion, political beliefs and union membership, where legally required or permitted.

3 Access to Personal Data

FTI treats your personal data as confidential. Access is granted only to those who need it to perform their job or meet legal requirements.

A Who may Access your data

- **HR:** For managing applications, recruitment, and legal compliance.
- **IT & Security:** For system maintenance, security, and data protection.

- **Legal & Compliance:** To meet regulatory obligations, respond to legal matters, or conduct investigations.
- **Hiring Managers & Interviewers:** To review your CV, cover letter, and interview feedback for assessing your suitability.

4 Application and Legal Basis for Processing

FTI collects and processes your personal data to manage recruitment, ensure workplace safety, and meet business and legal obligations.

A Legal Grounds for Processing:

- **Performance of a Contract:** To take steps before entering into an employment contract.
- **Legal Obligation:** To comply with laws, such as background checks or reporting requirements such as global sanctions.
- **Legitimate Interests:** To assess your suitability for a role, maintain IT security, or other business purposes, as long as it does not override your rights.
- **Consent:** Where you have explicitly agreed, e.g., for diversity and inclusion monitoring and reporting.
- **Vital Interests:** Rarely, to protect your or someone else's health or safety.

B Key Commitments

FTI does not sell or share candidate personal information under U.S. state privacy laws such as California Consumer Privacy Act "CCPA", California Privacy Rights Act "CPRA".

Any tools used by FTI as part of the recruitment process are subject to compliance reviews and safeguards as required.

Sensitive or special category personal information (e.g., health, disabilities) is only processed when necessary and allowed by law for example:

- *It is necessary for compliance with employment or labour law obligations (for example, making reasonable adjustments for disabilities);*
- *it is necessary for reasons of substantial public interest authorised under local law (for example, carrying out equal opportunity monitoring exercises);*
- *it is carried out subject to your explicit consent (for example, voluntary programmes);*
- *it is necessary for the establishment, exercise or defence of legal claims (for example, in the context of employment tribunals, claims or litigation);*
- *it is necessary for an assessment of your working capacity (for example, occupational health assessments); or*
- *in exceptional circumstances, it is necessary to protect your vital interests and you are incapable of giving consent (for example, in medical emergencies).*

The following table summarises candidate data processing activities:

Activity	Purpose	Legal Basis	Examples of Data
Candidate Application	Complete application for interview	Contract	Name, contact information, experience, qualifications, right to work docs; optional Diversity & Inclusion data like ethnicity, age, gender, disability (where legally permissible)
Recruitment Process	Assess suitability and selection	Legitimate interests	Name, contact information, curriculum vitae, right to work docs; optional Diversity & Inclusion data (where legally permissible)
Background Checks	Vet candidates, ensure suitability	Legitimate interests	Name, contact information, national identity number, criminal record, employment history
Employment Verification	Confirm employment history and eligibility	Contract / Legal obligation / Consent	Name, contact information, job title, employment history, compensation, references
Future opportunities	Contact for future suitable opportunities	Consent	Name, contact info, experience, qualifications, right to work docs; optional Diversity & Inclusion data like ethnicity, age, gender, disability (where legally permissible)

5 Data Retention, Sharing, and Security

A Data Retention:

- FTI keeps your personal data only as long as necessary to assess your application and consider you for future roles.
- With your consent we would seek to retain your personal data for up to 3 years for the purposes of informing you of future potential opportunities. You can opt-out anytime.
- Data may further be retained for compliance with applicable legal obligations or address potential claims.
- Data is periodically reviewed and outdated or unnecessary information is securely deleted or anonymized.

B Sharing Personal Data

- **Third-party vendors/service providers:** Data may be shared with companies that provide services (e.g., applicant tracking, background checks) under strict agreements ensuring security and limited use.
- **Third parties acting as controllers:** FTI may share data with independent partners or advisors (e.g. recruitment agencies), subject to their own legal obligations and applicable agreements to protect your data.
- **Legal requirements:** Data may be disclosed without agreement if required by law, e.g., to prevent crime, address legal claims, or protect individuals.

- **Intragroup sharing:** Your data may be shared with FTI affiliates for HR and IT support via intragroup data sharing agreements.
- **Corporate transactions:** Data may be transferred during mergers, acquisitions, restructurings, or sales in compliance with legal requirements.

C International Hosting and Transfer of Information

- Data may be transferred to countries outside your home jurisdiction and the mechanisms used to ensure appropriate safeguards apply are as described in FTI's [public facing Privacy Policy](#)

D Data Security

- FTI implements technical, administrative, and physical measures to protect your personal data from loss, misuse, unauthorized access, or disclosure.
- Measures include access controls, password protection, and restricted physical access.
- Third-party vendors must comply with strict data protection protocols.

E Use of FTI Technology Resources

- Application portals and other FTI systems should be used appropriately in line with company policies.
- FTI may monitor activity on its technology resources, as allowed by law, to ensure compliance, investigate misconduct, or for other business purposes.

6 Your Rights

As a candidate, you have various rights under your applicable laws like the General Data Protection Regulation “**GDPR**”, the **California Privacy Rights Act ‘CPRA’**, and **equivalent regulations**, subject to certain conditions and legal exemptions. FTI will evaluate all requests and may require identity verification. For details of the applicable rights see FTI's [public facing Privacy Policy](#) and a summary of key rights below:

- **Right to be informed:** Know what personal data is held, why, and with whom it is shared.
- **Right of access:** Request a copy of your personal data, subject to legal exemptions.
- **Right to correct:** Update or amend inaccurate or incomplete personal data.
- **Right to erase:** Request deletion of your personal data or withdrawal of consent, subject to legal exceptions.
- **Right to withdraw consent:** Revoke consent for processing where consent is the legal basis.
- **Right to restrict processing:** Request that processing of your data be limited, e.g., if data is inaccurate.
- **Right to data portability:** Receive your data in a structured, machine-readable format to transfer it elsewhere.
- **Right to object:** Object to processing, e.g., if you believe it is inappropriate, though FTI does not use data for profiling, marketing, or research.
- **Rights in relation to automated decision-making:** FTI does not make significant decisions solely via automated processing.
- **Right to opt out of sale or sharing:** FTI does not sell personal data; you can opt out if data were shared for commercial purposes.

- **Right to non-discrimination:** Exercising your rights will not affect employment opportunities or services.
- **Retention disclosure:** Know how long your data is kept and the criteria used; data is retained only as long as necessary and then securely deleted or anonymized.

7 Contacts and Complaint Resolution

If you wish to exercise any of your rights as a candidate and a self-service option is not available, please contact the relevant HR representative or alternatively the Global HR Solutions Center via human.resources@fticonsulting.com.

If you have any questions, concerns or objections to how personal data is collected and how that information is processed please contact the Global Data Protection Officer at dpo@fticonsulting.com clearly stating your reason for doing so. We encourage you to contact us directly and allow us to work with you to address your concerns. Nevertheless, you have the right to lodge a complaint with a competent data protection supervisory authority, see the contact details in FTI's [public facing Privacy Policy](#) for a list of applicable data protection regulators.

Appendix

Where you are an applicant applying for a role and impacted by certain country's laws namely India, China, Korea and Japan please see below the additional consent requirements:

1 India

Consent

By signing below, I acknowledge that I have received and read this Global Candidate Data Privacy Notice. I consent to FTI's collection, use, disclosure, and other processing of my Personal Data as described in this notice.

Please tick below to acknowledge and consent to:

-
- The processing of my sensitive Personal Data as described in this Global Candidate Data Privacy Notice.
-
- My Personal Data being provided, transferred to, stored, used, shared with, or otherwise processed outside of India as described in this Global Data Privacy Notice.
-
- My Personal Data being provided, transferred to, or shared with another data controller for processing as described in this Global Data Privacy Notice.
-

2 Korea

Consent

By signing below, I acknowledge that I have received and read this Global Candidate Data Privacy Notice. I consent to FTI's collection, use, disclosure, and other processing of my Personal Data as described in this notice.

Please tick the boxes below to acknowledge and consent to:

-
- The collection and use of my Personal Data for employment or engagement-related purposes.
-
- The provision or disclosure of my Personal Data to third-party service providers as described in this Global Candidate Data Privacy Notice.
-
- The processing of my sensitive Personal Data where applicable.
-
- The transfer of my Personal Data outside the Republic of Korea, including to countries that may not provide an equivalent level of data protection, as described in this Global Candidate Data Privacy Notice.
-

3 Japan

Consent

By signing below, I acknowledge that I have received and read this Global Candidate Data Privacy Notice. I consent to FTI's collection, use, disclosure, and processing of my Personal Data as described in this notice.

Please tick the boxes below to acknowledge and consent to:

- The processing of my sensitive Personal Data as described in this Global Candidate Data Privacy Notice.
- The provision or disclosure of my HR Personal Data to third-party service providers as described in this Global Candidate Data Privacy Notice.
- The transfer of my HR Personal Data outside Japan, including to countries that may not provide an equivalent level of data protection, as described in this Global Candidate Data Privacy Notice.

4 China

Consent

By signing below, I acknowledge and consent to FTI’s collection, storage, use, disclosure and processing of my Personal Data as described in this Global Candidate Data Privacy Notice.

Please tick below to acknowledge and consent to:

<input type="checkbox"/>	The processing of my Sensitive Personal Data as described in this Global Candidate Data Privacy Notice.
<input type="checkbox"/>	My Personal Data being provided, transferred to, stored, used, shared with, or otherwise processed outside of China as described in this Global Candidate Data Privacy Notice.
<input type="checkbox"/>	My Personal Data being provided, transferred to, or shared with another data controller for processing as described in this Global Candidate Data Privacy Notice.



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