

## **Privacy Notice for Job Applicants and Mailing List Subscribers**

### **Introduction**

Your personal data at all points of the people cycle is important to us. This privacy notice will let you know what data we might collect, how we will process your data, how long we will hold your data for and the measures we have in place to protect your data.

### **Data we might collect and process during the formal recruitment process**

The formal recruitment process is when you apply for a job with us either by sending your CV/Resume and Cover Letter, by applying through a job board such as LinkedIn or Indeed, or by applying through a selected recruitment agency.

During the recruitment process, we may collect and process the following types of personal data about you:

- Recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of any pre-employment assessments
- Details of your driving record
- Your identification documents including passport and driving licence and information in relation to your immigration status and right to work
- Anything else you choose to include within your CV/Resume

### **Data we might collect and process when you sign up to our recruitment mailing list**

When you sign up to our recruitment mailing list, we will collect and process the following types of personal data about you:

- Your contact details, including your full name, email address and country location

Other information requested here will be the department you're interested in pursuing a career with, date of receipt and whether you were recommended to join our mailing list and who by.

### **How we will process your data during the formal recruitment process**

Your personal data will be stored in our secure cloud-based system. Those who have access will be the People Services Manager (also one of Scientifica's Data Protection Officers and Data Processor for recruitment purposes), the Senior Leadership Team and the Manager/s of the role you're applying for. Your personal information may be shared with other managers if your skills, knowledge and experience might be suitable in another position, we will always tell you if this might happen. Your information will be shared and accessed securely.

### **How we will process your data once you've signed up to our recruitment mailing list**

The personal information you have shared with us will be stored securely within our cloud-based system and will be exported when recruitment campaigns are taking place.

Your information will not be shared with anyone else unless you formally apply for a position at Scientifica, you can then refer to the rest of this privacy notice to understand how your data is held and processed.

### **How long we will hold on to your personal data during and after the formal recruitment process**

If you are not offered employment with us, we will hold any information we have collected about you, including any interview notes or records, for a period of six months, to protect your and our legitimate interests of running our business, after which, your personal data will be deleted entirely.

If you are offered a position at Scientifica, we will collect, process and hold your personal data and special category personal data in accordance with the Data Protection Act 2018, as is necessary for the performance of any contract of employment or services to comply with legal obligations e.g. payroll administration requirements and our duty of care; or in pursuit of Scientifica's legitimate interests including the running of the business efficiently and profitably. You will receive a copy of our *Privacy Notice for Team Members* when you join which will tell you more about this.

### **How long we will hold on to your personal data once you've signed up to our recruitment mailing list**

Once you've signed up to our recruitment mailing list, your data will be held until you unsubscribe. You can do this by replying STOP to any recruitment email you receive from us.

### **What measures we have in place to protect your data, during the formal process and when you've signed up to our mailing list**

Your data is securely stored on our cloud hosted servers, located in the UK. Access is protected through firewall and secure connection. Access to your data is restricted through system permissions and user accounts are secured through multi-factor authentication and complex password requirements.

At any time, you have the right to access your personal data held by us, by raising a Subject Access Request. You also have the right to be forgotten, as well as the right to restrict processing and rectify any data we might hold about you to ensure accuracy.

More information and detail on these topics, together with a full privacy notice statement and our policies on data security and data retention are set out within Scientifica's *GDPR and Data Protection Policy* and *People Services Data Protection Policy*, copies of which are available upon request to [dataprivacy@scientifica.uk.com](mailto:dataprivacy@scientifica.uk.com) or [peopleservices@scientifica.uk.com](mailto:peopleservices@scientifica.uk.com)