

## PRIVACY NOTICE FOR JOB APPLICANTS

### 1. INTRODUCTION AND PURPOSE

This privacy notice is issued on behalf of the Arecor Group which includes different legal entities. When we reference "Company", "we", "us" or "our" we are referring to the relevant company responsible for processing your data.

Arecor has a legitimate interest in processing personal data during the recruitment process and in keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

In this privacy notice we set out how we look after your personal data when you apply for a job vacancy.

#### Contact details

If you have any questions about this privacy notice or our privacy practices, please contact our Data Protection Officer (DPO) in the following ways:

Full name of legal entity: Arecor Limited

Email address: [dataofficer@arecor.com](mailto:dataofficer@arecor.com)

Postal address: Chesterford Research Park, Little Chesterford, Saffron Walden, CB10 1XL, UK

Telephone number: +44 1223 426060

We will aim to address your concerns or questions promptly.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

#### Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you.

We do not control these third-party websites and are not responsible for their privacy statements.

### 2. DATA WE COLLECT

*Personal Data* means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

When you apply for a vacancy with Arecor we collect a range of personal information. This includes:

- Name, address and contact details, including email address and telephone number

- Details of qualifications, skills, experience and employment history
- Information about current level of remuneration, including benefits
- Details of any disability for which Arecor may need to make reasonable adjustments during the recruitment process
- Information about entitlement to work in the UK

This information is collected in a variety of ways. For example from CVs, passport or other identity documents, information collected through interviews or other forms of assessment.

We will also obtain personal information from third parties, such as references supplied by current or former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

### 3. HOW WE USE YOUR PERSONAL DATA

We have set out below, a description of the ways we may use your Personal Data, and the legal bases we rely on to do so. We have also defined legitimate interests.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To assess a candidate's suitability for a vacancy applied for and to help us develop and improve our recruitment process.	(a) Basic personal identifiers (e.g. name, email address) (b) Location data (d) Official documents	To perform a contract or to take steps at your request, before entering a contract.

#### Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please read [Cookie Policy - Arecor](#).

#### Change of purpose

We will only use Personal Data for the purposes for which it has been collected, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

Please note that we may process your data without your knowledge or consent, in compliance with the above rules, if this is required by law.

#### International transfers

We do not transfer candidate's Personal Data outside the UK.

## 4. DATA SECURITY

We have security measures to prevent Personal Data from being lost, used, accessed in an unauthorised way, altered or disclosed.

We limit access to Personal Data to those employees and recruitment agencies who require it for the purposes of the recruitment process and are subject to a duty of confidentiality.

Arecor will not share candidate's personal data with third parties, unless the candidate is successful and an offer of employment is made. Arecor will then share relevant candidate data with former employers to obtain references.

The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

We have procedures which deal with any suspected personal data breach and will notify you and any applicable regulator of a breach as we are legally required to do so.

## 5. SPECIAL CATEGORY DATA

In line with UK GDPR, we ask that you do NOT send us any Sensitive Category Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Special Category Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not include any personal information or details (eg. referees) who have not previously agreed to their inclusion.

## 6. DATA RETENTION

We retain Personal Data of successful candidates for six months after the candidate has been informed. This is to ensure that we can provide feedback to unsuccessful candidates and deal with any queries about the recruitment process.

Personal Data for successful candidates is kept in line with our Data Protection Policy.

We may retain Personal Data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect of our relationship with you.

## 7. YOUR LEGAL RIGHTS

You have rights under data protection laws in relation to your personal data. Please click on the links below to find out more about these rights:

- [Right to be informed](#)
- [Right of access](#)
- [Rights of rectification](#)
- [Right to erasure](#)

- [Right to restrict processing](#)
- [Right of data portability](#)
- [Right to object](#)
- [Rights related to automated decision making](#)

If you wish to exercise any of the rights set out above, please contact the DPO at [dataofficer@arecor.com](mailto:dataofficer@arecor.com).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

### **Information we may need from you**

Specific information to confirm your identity and ensure your right to access your personal data. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request.

### **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made multiple requests. In this case, we will notify you and keep you updated.

## **8. THIRD PARTIES**

### **Internal Third Parties**

Arecor Limited and Tetris Pharma Ltd as other companies in the Arecor Group, are based in the UK and wholly owned by Arecor Therapeutics plc.

### **External Third Parties**

- Service providers who provide recruitment, IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers based in the United Kingdom who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as processors based in the United Kingdom who require reporting of processing activities in certain circumstances.