



CANDIDATE PRIVACY NOTICE

1 What is the purpose of this document?

RQ Biotechnology Limited (“RQ Bio” or “We” or “Us”) is a “data controller”. This means we are responsible for deciding how the personal information that you provide as part of your application for a job with RQ Bio is used. This notice provides you with key information about the use of your Data.

2 Definitions to help you understand this Privacy Notice

Defined Term	Meaning
Data	Any Personal Data, and where relevant, any Special Categories of Personal Data.
Personal Data	Any information about individuals, who can either be directly identified from the data or indirectly identified if that information was connected with other information.
Processing	Any handling of Personal Data including (but not limited to) the collection, storage, organising, use and destruction of that data.
Special Categories of Personal Data	Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic data or biometric data, and data concerning health or sex life and sexual orientation.

3 The kind of information we hold about you

In connection with your application, we will collect and store Data that is contained in:

- your CV;
- your covering letter;
- your on-line application;-
- any information you provide to us during an interview or otherwise during the recruitment process; and
- any information received from referees and as a result of background checks.

We may also collect, store and use the following Special Categories of Personal Data, including:

- information about your immigration status, race, ethnicity, religious beliefs, sexual orientation, biometric data or political opinions; and
- information about your health, including any medical condition, health and sickness records.

4 How is your Data collected?

We may collect Data directly from you but also from third parties, including any appointed background check provider, your named referees, a recruitment agency/head-hunter and certain publically accessible Data sources (for example from LinkedIn).

5 How do we use your Data?

We will use the Data we collect about you to:

- register you as an applicant for employment;
- assess your skills, qualifications, and suitability for the applicable role;
- carry out background (including right to work and reference checks), where applicable;
- communicate with you about the recruitment process;

- comply with legal and other requirements including defending litigation and responding to data subject access requests; and
- keep records related to our hiring processes.

We have a legitimate interest in Processing your Data to make sound, fair and justifiable recruitment decisions, to benefit the RQ Bio business. We also need to process your Data to decide whether to enter into a contract with you.

6 How do we use Special Categories of Personal Data?

We will use your Special Categories of Personal Data in the following ways:

- we will use information about your medical and health condition(s) to consider whether we need to provide appropriate adjustments during the recruitment process and for commencement of employment (if you are successful);
- we will use information to ensure meaningful equal opportunity monitoring and reporting; and
- we may, if required to do so, use information provided by you to defend legal claims or comply with our legal obligations, including responding to data subject access requests.

The above Processing is being conducted for the purposes of carrying out obligations and exercising rights in the field of employment law and/or to defend legal claims.

7 Do we collect information about criminal convictions?

We do not envisage that we will process information about criminal convictions.

8 What happens if you don't provide any relevant Data?

If you fail to provide any Data when requested, we may not be able to evaluate your application and therefore process your application further.

9 Is your Data used for automated decision-making?

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

10 Who might we share your Data with?

Your Data may be shared with the following third parties for the purposes of processing your application:

- Other companies within the RQ BioTech group of companies;
- Former employers to obtain references for you; and/or
- Certain third parties to process your application, for example to carry out background checks.

11 How long will we keep your Data for?

If your application is unsuccessful, we will retain your Data for a period of six months after we have communicated our decision to you, unless we have a legitimate reason for retaining the Data for longer. After this period, we will securely destroy your Data.

If your application is successful, any relevant Data that you have provided as part of the application process will be transferred onto your personnel record. The remaining information shall be securely destroyed.

12 What rights do you have in connection with your Data?

Under certain circumstances, by law you have the right to:

- **Request access** to your Data (commonly known as a "data subject access request"). This enables you to receive a copy of the Data we hold about you and to check that we are lawfully Processing it.
- **Request correction** of the Data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your Data. This enables you to ask us to delete or remove Data where there is no good reason for us continuing to Process it. You also have the right to ask us to delete or remove your Data where you have exercised your right to object to processing (see below).
- **Object to Processing** of your Data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your Data for direct marketing purposes.
- **Request the restriction of Processing** of your Data. This enables you to ask us to suspend the processing of Data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your Data to another party.

If you have any questions about this privacy notice, please contact Catherine Kokitko at info@rqbiotechnology.com. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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