

Privacy Notice for Applicants

RoslinCT (also referred to as “the Company” throughout this notice) collects, processes and stores personal data relating to job applicants as part of our recruitment processes. This notice sets out the basis on which we collect, process, store, use and disclose data and our commitment to meeting our data protection obligations. The notice also advises of your rights in respect of your personal data.

Collection of personal data

RoslinCT collects information about you including:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and previous employment;
- Information from phone interviews, interviews, assessment and/or any other recruitment activity in which you participate;
- Information about your current level of remuneration;
- Information about your entitlement to work in the UK; and equal opportunities monitoring information, including information about your sex, sexual orientation, nationality, ethnic origin and religion or belief.

RoslinCT collects this information in a range of ways. For example, data might be contained in CVs or cover letters (sent to the Company in response to a job advert or from speculative queries), obtained from an applicant information form or from a passport or other identity documents, from certificates, or collected through recruitment selection methods.

RoslinCT may also collect personal data about you from third parties, such as recruitment agencies or references supplied by former employers. The Company will only seek information from current or former employers once a job offer has been made to you. Data will be stored in a range of places, including in HR systems and our email system.

Purpose of collecting and processing personal data

RoslinCT collects and processes your data for a variety of purposes and where we have a legal basis to do so, as follows.

- Processing data from job applicants allows us to manage the recruitment process, assess applicants and confirm a candidate’s suitability for employment. By processing data, the Company is able to record how decisions have been made. On occasion, RoslinCT may also need to process data from job applicants to respond to and defend against legal claims.
- RoslinCT needs to process data to ensure that we are complying with our legal obligations. For example, we must be able to prove we have checked a successful applicant's eligibility to work in the UK before employment begins.
- RoslinCT may process information about whether or not applicants have a disability so we can consider arrangements for a candidate who requires reasonable adjustments in order to participate in an interview or, for example, to undertake employment.
- Process other special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, for equal opportunities monitoring purposes. The Company will process this type of data to ensure we can meet our obligations or exercise rights under law related to employment or (only where applicable) to enable us to

establish, exercise or defend legal claims. Certain types of data, such as that gathered to monitor equal opportunities will only be processed within HR systems and individual data will not be disclosed to recruiting managers.

- RoslinCT will not use personal data for any purpose other than the recruitment process or for one or all of the reasons stated explicitly above.

Access to data

Personal data may be shared internally within the Company for the purposes of the recruitment process. This includes members of the HR team, managers or employees involved in the recruitment process. On occasion, personal data could be shared with a consultant engaged by the Company, member of the Board or an external specialist engaged to support decision-making.

Personal data will not be shared with third parties, unless for the purpose of obtaining references from your current or previous employers, and only if an offer of employment is made. RoslinCT may also share your data with companies who provide employee benefits or access to facilities on agreement of a date for employment to commence.

RoslinCT may need to share your personal information with a regulator or other professional body to comply with the law.

Data Protection

RoslinCT has policies and controls in place to prevent data being lost, accidentally destroyed, misused or disclosed. Data is only accessed by company employees where there is a legitimate reason to do so in the proper performance of their duties.

Data Retention

If your application for employment is unsuccessful or where a speculative enquiry was received, RoslinCT will retain your data on file for 6 months. Your personal data will be deleted and/or destroyed after 6 months (unless there is a need to retain in order to respond to a legal claim).

If your application leads to your employment at RoslinCT, the data gathered during the recruitment process will be transferred to the HR system and your HR file and retained for the duration of your employment. Employee data is retained for the periods stated in a separate Privacy Notice.

Applicant Rights

As a data subject, data protection law entitles you to:

- Request a copy of your data;
- Require RoslinCT to correct any wrong data;
- Require that RoslinCT stops processing or deletes your data in certain circumstances;
- Object to RoslinCT from processing your data where the Company relies upon the interpretation that there is legitimate legal basis for processing the data;
- Request that your data is transferred to another organisation.

Please contact jobs@roslinct.com if you:

- Have any questions about your rights
- Wish to exercise any of these rights
- If you have any questions about this privacy notice
- If you have any questions about RoslinCT's processing of your data.

Right to refuse to provide personal data

There is no statutory obligation for you to provide data to RoslinCT during the recruitment process, however, where you do not provide data the Company may be unable to process your application.

Complaints

RoslinCT welcome the opportunity to provide an explanation if you think your data has been processed in a manner which is not compatible with the General Data Protection Regulation 2016 or Data Protection Act 2018.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).