



## **Job Applicant Privacy Notice**

As part of any recruitment process, Cellmark collects and processes personal data relating to job applicants. Cellmark is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does Orchid Cellmark Ltd. (Cellmark) collect?**

Cellmark collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Cellmark needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

Cellmark collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. Cellmark will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including interview notes, HR management systems and on other IT systems (including email).

### **Why does the Cellmark process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that Cellmark is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Cellmark has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Cellmark to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Cellmark may also need to process data from job applicants to respond to and defend against legal claims.



Cellmark processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

We are required to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our legal and contractual obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

Cellmark will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Cellmark will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary security clearance, our occupational health provider for pre-employment health screening and upon commencement of employment various benefit providers.

### **How does Cellmark protect data?**

Cellmark takes the security of your data seriously. It has internal policies and access controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Cellmark's IT systems are accredited to ISO27001 and are subject to regular penetration testing and external audits.

### **For how long does Cellmark keep data?**

If your application for employment is unsuccessful, Cellmark will hold your data on file for 12 months after the end of the relevant recruitment process. If you agree to allow Cellmark to keep your personal data on file, we will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.



If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in the Cellmark employee privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Cellmark to change incorrect or incomplete data;
- require Cellmark to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Cellmark is relying on its legitimate interests as the legal ground for processing; and
- ask Cellmark to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Cellmark's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Company's Data Protection Officer Peter Harper at [pharper@cellmark.co.uk](mailto:pharper@cellmark.co.uk)

If you believe that Cellmark has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Cellmark during the recruitment process. However, if you do not provide the information, Cellmark may not be able to process your application properly or at all.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.