

## **Job Applicant Privacy Notice**

Thank you for submitting your application for a role with Mission Therapeutics Ltd.

Please find below information regarding how the organisation processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations.

### **What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

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

The organisation may collect this information in a variety of ways. For example, data might be contained in CVs, obtained from your passport or other identity documents, or collected through interview or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law. The organisation 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 different places including on your application record, a recruitment database and other IT systems (including email).

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

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

In some cases, the organisation needs to process data to ensure that it 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.

The organisation 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 the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about ethnic origin to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation may be obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future opportunities for which you may be suited if it is considered appropriate to do so. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

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

Your information may be shared internally for the purpose of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy. We may disclose certain of your personal data to other companies in the Company's group in appropriate circumstances and only for purposes permitted by relevant legislation.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you.

The organisation does not expect to transfer your data outside the European Economic Area but will notify you if that changes.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal processes and controls in place to ensure that the data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance on their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will not continue to hold your data unless there is a good reason to do so or if you have provided your consent for us to do so. If you agree to allow for the organisation to keep your personal data on file, the organisation will hold your data on file for up to a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data shall be deleted or destroyed.

If your application is successful, personal data gathered during the recruitment process will be transferred to your HR file and retained during your employment. The period for which your data will be held will be provided to you in a new 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 the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal grounds for processing.

If you would like to exercise any of these rights, please contact the Human Resources Department in writing at: [HR@missiontherapeutics.com](mailto:HR@missiontherapeutics.com).

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

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