

**Eurofins BioPharma Product Testing Ireland Limited
Eurofins Professional Scientific Services Ireland Limited****PRIVACY STATEMENT FOR JOB APPLICANTS****October 2018****OUR COMMITMENT TO PEOPLE APPLYING FOR JOBS**

We undertake to ensure that any personal data you give us or we otherwise obtain is used only for the purposes of recruitment and will not be used for any other purpose.

Our processing of your personal data is governed by the EU General Data Protection Regulation (GDPR) and other Irish Data Protection legislation and we collect, utilise and share personal data in strict adherence with those Data Protection laws and principles.

Eurofins BioPharma Product Testing Ireland Limited (“Company”) is committed to complying with its legal obligations in this regard. The Company collects and processes personal data relating to candidates applying to work in this organisation. It does this through direct, unsolicited applications to the organisation and via recruitment agents, websites and job boards where we advertise vacancies to which members of the public can apply.

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

WHAT DATA DO WE COLLECT AND PROCESS?

Candidates applying for work in the organisation will provide information about themselves that helps us assess their suitability for a relevant vacancy. This will include, but not be limited to:

- 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 the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in Ireland.

We will collect this personal data in a variety of ways. For example, personal data might be contained in an application form, CVs or resumes, obtained from your passport or other identity documents used in the pre-employment vetting process, or collected through the interview process. We may also collect personal data about you from third parties, such as references supplied by former employers and this will be done through an external vetting company. They will seek information from third parties only once a job offer to you has been made and accepted. We will inform you that we are doing so and we will obtain your signed consent to do so. Your consent may be withdrawn at any time.

WHY DO WE NEED TO PROCESS PERSONAL DATA?

We process personal data, as described above, in order to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We rely on one or more of the following legal bases for this processing of personal data: (a) where it is necessary for the Company to comply with a legal obligation it is subject to (for example, verifying eligibility for employment or complying with obligations regarding non-discrimination); (b) where it is necessary in order to take steps prior to entering into an employment contract (for example, verifying qualifications and work history); (c) where necessary for the Company's legitimate interest of hiring qualified and appropriate staff; (d) where necessary in order to carry out obligations and rights in the field of employment and social protection law; (e) where necessary for occupational medicine and assessment of working capacity (for example, the Company may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability); and (f) where necessary to respond to and defend against legal claims. If and to the extent we need your consent for a particular processing activity we will ask you for your specific signed consent, which may be withdrawn by you at any time.

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WHERE WILL YOUR PERSONAL DATA BE STORED?

Your personal data will be stored in a number of different places, including on your application record, in HR management systems and on other IT systems (including email).

WILL YOUR DATA BE SECURE?

Yes. The Company takes storing data securely on site and if transmitted of paramount importance. We have internal IT policies and controls in place intended to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. We will take such reasonable steps to ensure that appropriate security measures are in place to protect the confidentiality of both electronic and manual data. The Company has procedures in place to detect, report and investigate a data breach.

As the Company operates internationally, it may be necessary in the course of business to transfer a candidate's personal data within the Company and to other group companies in countries outside the European Economic Area, some of which countries may not have comparable data protection laws to Ireland. When this is necessary, the Company will take steps to ensure that the personal data has the same level of protection as it does inside the State by ensuring one of the following: (a) the country has been deemed to provide an adequate level of protection for personal data by the European Commission; (b) where we have European Commission approved contracts in place with the recipient, requiring personal data to have the same protection as it has in Europe; (c) where we have supervisory authority approved binding corporate rules in place; and/or (d) where the recipient, if located in the US, is certified under the EU-US Privacy Shield framework. The Company will only transmit to companies that agree to guarantee this level of protection. Where applicable, you are entitled, upon request to receive a copy of the relevant safeguard (for example, EC model contractual clauses) that have been taken to protect your personal data during such transfer.

FOR HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

The Company will ensure that personal data is used only for the purposes described above and that necessary records and documents are adequately protected and maintained. Records management and retention policies apply to all records, regardless of format.

If your application for employment is unsuccessful, the organisation will hold your personal data on file for further twelve months, which is necessary for legal purposes and is also recommended as appropriate by the Irish supervisory authority. At the end of that period 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 a new privacy notice that is given to all employees when they join the Company.

WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your personal data may be shared internally within the Company and other group companies for the purposes of the recruitment exercise. This will include members of the HR and Recruitment team, interviewers involved in the recruitment process, managers in the relevant business area and IT staff that administer our IT systems. Access is only given where it is necessary for the performance of their roles.

We will not share your personal data with third parties, unless your application for employment is successful and we make you an offer of employment. In such cases, personal data is only shared where those third parties have entered into a Data Processing Agreement with us. We will not undertake any pre-employment vetting checks until you have signed your consent to do so.

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WHAT ARE YOUR DATA PROTECTION RIGHTS?

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

- request access to your personal data. This enables you to obtain a copy of your personal data we hold and check that we are lawfully processing it. Candidates are only entitled to access personal data about themselves and will not be provided with personal data relating to other candidates or third parties;
- request the organisation to change incorrect or incomplete personal data we hold about you;
- request the organisation to delete or stop processing your personal data, for example where the personal data is no longer necessary for the purposes of processing. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request;
- request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the personal data's accuracy; (b) where our use of the personal data is unlawful but you do not want us to erase it; (c) where you need us to hold the personal data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your personal data but we need to verify whether we have overriding legitimate grounds to use it;
- request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- object to the processing of your personal data where the Company is relying on its (or a third party's) legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact IE02_GDPR@eurofins.com. If you believe that the organisation has not complied with your data protection rights, you can complain to the Data Protection Commissioner.

CHANGES TO THE PRIVACY STATEMENT

We undertake to review this policy from time to time to take into account changes in the law and the experience of the policy in practice. We may change the policy from time to time, in whole or part, at our sole discretion to fulfil a legal obligation. A copy of the current policy can be obtained at any time from IE02_GDPR@eurofins.com.

CONTACT US

If you have any questions about this Privacy Statement, including any requests to exercise your legal rights, please contact the Company using by email to IE02_GDPR@eurofins.com. Alternatively you can write to the Managing Director at Eurofins BPT Ireland Ltd, Clogherane, Dungarvan, County Waterford X35 T628.