



Job Applicant Privacy Notice

Data controller: Eurofins

This notice is designed to provide information on how each company within the Eurofins Group (referred to as “Eurofins”, “we”, “us” or “our”) processes the personal data of its workforce (referred to as “you” or “your”) in accordance with the General Data Protection Regulation and, when enacted, the Data Protection Act 2018 (together referred to as the “GDPR”).

This notice applies to job applicants.

As a “data controller”, Eurofins are responsible for deciding how we process personal data about you. We take your privacy seriously and we are fully committed to protecting your personal data at all times. We will only process your personal data in accordance with applicable data protection laws, adhering to the principles (as applicable) contained in the GDPR.

This notice does not form part of any contract of employment or engagement and we may amend it at any time to reflect any changes in the way in which we process your personal data. We will provide you with a new privacy notice when we make any substantial updates, and we may also notify you in other ways from time to time about the processing of your personal data.

What is personal data?

Personal data” is any information about a living individual from which they can be identified such as name, ID number, location data, any online identifier, or any factor specific to the physical, physiological, genetic, mental, economic or social identity of that person. It does not include data where any potential identifiers have been removed (anonymous data) or data held in an unstructured file.

There are “special categories” of more sensitive personal data which are more private in nature and therefore require a higher level of protection, such as genetic data, biometric data, sexual orientation, race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and health.

When we refer to “processing”, this means anything from collecting, using, storing, transferring, disclosing, altering or destroying personal data.

What information do we collect?

We may collect and process a range of personal data and/or special category personal data about you when you apply to work for us. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, occupation, skills, experience and prior employment history, including start and end dates with previous employers;
- information about your academic experience;
- information about your current level of remuneration, including entitlement to benefits;
- information about your marital status;
- information about your nationality and entitlement to work in the UK;

- information about your criminal record;
- information about medical or health conditions, including whether or not you have a disability for which Eurofins may need to make reasonable adjustments during the recruitment process; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief;
- your suitability for a relevant job position;
- information provided by you during such tests, recruitment days or assessment centres in answers, as well as your final results, scorings and / or personal profile characteristic, including your personality factors and soft competences (like ability to work within the team, creativity, assertiveness, dependability, adaptability), logical skills, performance, language skills, level of knowledge, or such other information;
- your opinions and remarks regarding the recruitment process.

We may obtain personal data and/or special category personal data in a variety of ways and from various different sources. For example, data is collected through application forms, CVs; from forms completed by you during the recruitment process; from correspondence with you; or through interviews, meetings or other assessments including online / paper test or assessment centres

In addition, we may obtain personal data and/or special category personal data about you from third parties, such as references supplied by former employers, recruitment agencies and background check providers. In addition public available sources such as LinkedIn, school directories, company websites, etc.

We will also use third party systems such as our careers website and recruitment systems.

Where we receive such information from these third parties, we will only use it in accordance with this notice and in line with our Data Protection Policy. In some cases, they will be acting as a controller of your personal data and therefore we advise you to read their privacy notice and/or data protection policy.

We may store your personal data and/or special category personal data in a range of different places, including in our recruitment system, HR management systems and in other IT systems (including our email system).

In Eurofins Forensic Services Limited and Eurofins Biopharma Product Testing UK Limited entities the company may collect personal data about you from information from employment background check providers and will collect information from criminal records checks through third party providers. The company 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.

Why does the company process personal data?

We process your personal data for various reasons, relying on a variety of different bases for lawful processing under data protection law, as set out below.

- **To comply with our legal obligations.** For example, we are required to check an eligibility to work in the UK
- **To pursue our (or a third party's) legitimate interests as a business.** For example, processing personal data for this purpose permits us to:
 - run recruitment and promotion processes;
 - maintain accurate and up-to-date job applicant records and contact details;

- To answer your questions and enquiries;
- to send you information about Eurofins present and future vacancies as well as invites for recruitment processes, and if you consented – also the communication about us and our enterprises as well as recruitment and career related events (such as job fairs, career days, site visits for guests) participated or organized by Eurofins;
- To track and measure your experience, in form of specifically, but not limited to, questionnaires or surveys (both electronic and traditional) that you decided to participate in, related to Eurofins' recruitment process you take part in as well as recruitment and career related events organized by us or on our behalf, in order to improve our systems and / or processes as well as quality of our recruitment and career related activities for (potential) candidates.

Where we rely on legitimate interests as a reason for processing data, it has been considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has been concluded that they are not.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

The company needs to process data to take steps at your request to review suitability for employment prior to entering into a contract with you. It also needs to process your data to enter into a contract with you if an offer of employment was to be made.

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

Where the company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The company 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.

Where the company processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

Why do we process special category personal data?

We also collect, store and use your special category personal data for a range of reasons, relying on a variety of different bases for lawful processing, as set out below.

- **To enable us to perform our legal obligations in respect of recruitment and if entered into employment.** For example, criminal record checks to comply with our legal obligations in Eurofins Forensic Services and Eurofins Biopharma Product Testing UK Limited, equal opportunities and health and safety legislation (for example a requirement to make reasonable adjustments to the recruitment process) or information gathered as part of a whistleblowing investigation.

- **Where it is needed for statistical purposes in the public interest.** For example, for the purposes of equal opportunities monitoring
- **To establish, defend or exercise legal claims** in an employment tribunal or any other court of law.

Information about criminal convictions

For those who are / have applied for a job in/for Eurofins Biopharma Product Testing UK Limited and Eurofins Forensic Services Limited it will be necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question. Accordingly, we envisage that we will hold information about criminal convictions for those individuals.

We will only collect this information if it is appropriate given the nature of your application and where the law allows us to do so or where you have specifically consented to us doing so. This will usually be where such processing is necessary to carry out our obligations, provided that we do so in line with our Data Protection Policy. We may collect this information as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us should an offer of employment be made to you.

Where we process criminal convictions information about you, whether as part of any application process or otherwise, we will retain it in accordance with our Retention and Destruction of Personal Data Policy.

Who has access to data?

We may share your personal data and special category personal data internally for the purposes of the recruitment exercise and within the Eurofins Group more widely. In particular, it may be shared with: members of the HR and recruitment team, interviewers / assessors involved in the recruitment process, managers in the business area with a vacancy and IT staff (if access to the data is necessary for performance of their roles). It may also be shared in the context of internal Group reporting activities on recruitment. In addition a third party supplier hosts the company's recruitment system.

We may share your personal data or special category personal data with third parties, agents, subcontractors and other organisations where it is necessary to administer the recruitment process or where we have a legitimate interest in doing so. For example, in order obtain employment or qualification background checks from third-party providers and (where relevant) obtain necessary criminal records checks from the Disclosure and Barring Service. In addition third party we have retained to provide services such as HR tests or skills tests.

We may share your personal data or special category personal data with other third parties for other reasons. For example, with third parties that process data on its behalf in connection with recruitment or Disclosure and Barring Services.

We may send your personal data to third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business systems, research firms and outsourcing partners.

We may also send your data to regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings

When we disclose your personal data to third parties as listed above, we only disclose to them any personal data that is necessary for them to provide their service.

Will my information be transferred outside the European Union?

Your personal data might be transferred outside the EU in case one of the recipients stated above is located outside the EU, and only to countries for which:

- the European Commission has issued an adequacy decision (which guarantees that an adequate level of protection of personal data is offered in that country);
- you have given explicit consent;
- appropriate safeguards have been provided, such as standard data protection clauses (that can be found at https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/modelcontracts-transfer-personal-data-third-countries_en).

More specifically, your personal data are transferred to SmartRecruiters.

How does the company protect data?

We take the security of your personal data seriously. Your personal data and special category personal data is stored in a variety of locations, including electronically on our secure servers, on third party recruitment systems and in hard copy form in access restricted, locked filing cabinets.

We take appropriate technical and organisational security measures and have rules and procedures in place to guard against unauthorised access, improper use, alteration, disclosure and destruction and accidental loss of your personal data. In addition, we limit access to your personal information to those members of our workforce who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected or actual data security breach and will notify you and the Information Commissioner's Office ("ICO") of a suspected breach where we are legally required to do so.

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 do we keep data?

We keep your personal data and special category personal data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements, and in line with our Retention and Destruction of Personal Data Policy.

The retention period varies depending on the category of personal data we hold, and dependent on whether or not an offer of employment is made and accepted. At the expiry of the set retention period, or in other select circumstances, your personal data will be permanently and securely deleted in accordance with our Retention and Destruction of Personal Data Policy.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use and retain such information without further notice to you, as it falls outside of the definition of personal data under the GDPR.

Your duties

We encourage you to ensure that the personal data that we hold about you is accurate and up to date by keeping us informed of any changes to your personal data.

As a job applicant, you also have obligations under various data protection laws.

Your rights

As a data subject, you have a number of rights.

You may make a formal request for access to personal data and/or special category data that we hold about you at any time. This is known as a Subject Access Request. We must respond to this request in accordance with the prevailing legislation. You can make a Subject Access Request by completing Eurofins' subject access request form.

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

- access your data (you can access your personal data in your personal candidate portal here: <https://my.smartrecruiters.com/identity/public/sign-in>)
- rectify your data (you can rectify your personal data in your personal candidate portal here: <https://my.smartrecruiters.com/identity/public/sign-in>)
- object to the processing of your data, in which case we would suggest you to erase your data.
- erase your data (you can delete all, or parts of your data in your personal candidate portal here: <https://my.smartrecruiters.com/identity/public/sign-in>)
- have your personal data erased where it is no longer required. Provided that we do not have any continuing lawful reason to continue processing your personal data, we will make reasonable efforts to comply with your request where detail is not held in the smartrecruiters.com system;
- have your personal data be transferred to another person in an appropriate format;
- withdraw your consent to processing where this is our lawful basis for doing so;
- restrict the processing of your personal data where you believe it is unlawful for us to do so, you have objected to its use and our investigation is pending, or you require us to keep it in connection with legal proceedings;
- to complain to a supervisory authority; and
- to object to the processing of your personal data, where we rely on legitimate business interests as a lawful reason for the processing of your data. You also have the right to object where we are processing your personal information for direct marketing purposes. We have a duty to investigate the matter within a reasonable time and take action where it is deemed necessary. Except for the purposes for which we are sure we can continue to process your personal data, we will temporarily stop processing your personal data in line with your objection until we have investigated the matter. If we agree that your objection is justified in accordance with your rights, we will permanently stop using your data for those purposes. Otherwise, we will provide you with our justification as to why we need to continue using your data.

The way we process your personal data and the legal basis on which we rely to process it may affect the extent to which these rights apply. If you would like to exercise any of these rights, please contact HR@eurofins.co.uk.

We may need to request specific information from you to help us to confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is an appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact HR@eurofins.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to. If you withdraw your consent, our use of your personal data before your withdrawal is still lawful.

You may complain to a supervisory body if you are concerned about the way we have processed your personal data. In the UK this is the ICO – www.ico.org.uk. Although you have the right to complain to the ICO, we encourage you to contact us first with a view to letting us help in resolving any queries or questions.

Where you have applied to Eurofins using the smartrecruiters.com system you have the ability to edit / delete your account information at any time. When setting yourself up in smartrecruiters system you will have been advised of this.

If you give us consent to process our personal information for a specific purpose, can I withdraw it afterwards?

Yes, you can withdraw your consent in full or in parts at any time, by accessing your personal candidate Portal here: <https://my.smartrecruiters.com/identity/public/sign-in>

What if you do not provide personal data?

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

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

We may use profiling in certain stages of recruitment process by utilization of the automated tools (software), which supports us by matching your experience, education information or answers and other characteristics, submitted by you to Eurofins in the application documents (such as CV's, cover letters, recruitment forms) or during the tests, recruitment days or assessment centres, conducted internally by Eurofins or by carefully selected professional service providers, to which we may invite you depending on a type of position for we are hiring or the local market specific, in order to assess your personal profile characteristics, including your personality factors and soft competences (like ability to work within the team, creativity, assertiveness, dependability, adaptability, supportiveness), logical skills, performance, language skills, level of knowledge, soft competences, or such other, with specific requirements of the position for which we conduct the recruitment process, as well as with Eurofins organizational culture and values.

Irrespective of use of a Profiling as described above, the final decision about your participation in next stages of the recruitment process (including proposing you a job offer) is made by our personnel.

We do not envisage that any decisions will be taken about you based solely on automated decision-making, however we will notify you in writing if this position changes.

Nevertheless we may also make Automated Decisions on any of the matters set out in this notice, for example: whom to include on a shortlists for phone or face to face interviews. If we however do this, we will bring this to your attention at the time, together with information about the logic involved in decision-making process, as well as the importance and planned effects for you of such use of information about you.

Identity of the data protection controller

Eurofins is the controller of data for the purposes of the relevant data protection legislation.

Please contact your HR representative for details of the companies within the Eurofins Group.

Contact details

If you have any questions about any matter relating to data protection or the personal data and/or special category personal data that that we process about you, please contact the recruitment team that is supporting you with your application.