

## Applicant Privacy Notice

### Introduction

This Privacy Notice explains how Eurofins Forensic Services Limited (“we”, “us”, “our”) processes the personal data of its workforce (referred to as “you” or “your”) in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all applicable accreditation standards.

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 UK 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.

This Notice describes what data we process, why we process it, how long we keep it, who we share it with, and your rights.

### Contact Details

The Data Protection Officer (DPO) oversees our compliance with data protection legislation and acts as the main contact point for privacy-related queries.

We are committed to protecting your personal data and take our responsibilities seriously. We handle your information with care to ensure proper processing, maintaining your trust and confidence. If you have any questions or concerns about how we manage your personal data, our DPO is available to assist you.

Email: [dpo@forensicsuk.eurofins.com](mailto:dpo@forensicsuk.eurofins.com)

Address: Data Protection Officer, Eurofins Forensic Services, Sir Alec Jeffreys Building, Peel Avenue, Calder Park, Wakefield, WF2 7UA

### The UK GDPR Data Protection Principles

We adhere to the seven key principles set out in Article 5 of the UK GDPR.

1. Lawfulness, Fairness and Transparency

We process personal data lawfully, fairly, and in a transparent manner. Applicants are informed about how their data is used through this Privacy Notice.

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2. Purpose Limitation  
We collect personal data for specific, explicit, and legitimate purposes and do not use it for purposes that are incompatible with those original purposes.
3. Data Minimisation  
We only collect the personal data that is necessary for the purposes for which it is processed.
4. Accuracy  
We take reasonable steps to ensure personal data is accurate and kept up to date. Applicants are able to rectify their personal data within the portal they apply via.
5. Storage Limitation  
We keep personal data for no longer than is necessary for the purposes for which it was collected. Retention is governed by our internal retention schedule and applicable regulatory requirements.
6. Integrity and Confidentiality (Security)  
We handle and store personal data securely using appropriate technical and organisational measures to protect against unauthorised access, loss, destruction, or damage.
7. Accountability  
We are responsible for, and can demonstrate compliance with, all of the data protection principles. This includes maintaining documentation, providing training, conducting DPIAs where needed, and ensuring robust oversight.

## What is personal data?

“Personal data” is any information about a living person that can be used to identify them. This could be direct (such as a name or ID number) or indirect (such as location data or an online identifier). It also includes information relating to a person’s physical, mental, genetic, economic, or social identity.

Personal data does not include information that has been fully anonymised (so the individual can no longer be identified). It also does not include data stored in unstructured manual files (such as loose paper documents not organised by individual).

Some personal data is more sensitive and is known as “special category data.” This type of data requires extra protection. It includes information about a person’s:

- health
- genetic or biometric data
- race or ethnic origin
- sexual orientation

- political opinions
- religious or philosophical beliefs
- trade union membership

“Processing” means doing anything with personal data. This includes collecting, using, storing, sharing, updating, or deleting it.

### What information do we collect?

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

We 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 during the recruitment process for a number of lawful reasons.

- To take steps before entering into a contract.  
We need to process your personal data to assess your suitability for a role and, if successful, to enter into an employment contract with you.
- To comply with legal obligations.  
In some cases, we are required to process your data by law. For example, we must check your eligibility to work in the UK before employment begins.
- For our legitimate business interests we process personal data to:
  - manage recruitment and selection processes
  - maintain accurate applicant records
  - communicate with you about your application or future opportunities
  - improve our recruitment processes (e.g. through surveys or feedback)
  - respond to and defend against legal claims

We have considered these interests and are satisfied that they do not override your rights and freedoms.

We may process more sensitive personal data where necessary:

- to monitor equality and diversity (e.g. ethnic origin, religion, sexual orientation)
- to make reasonable adjustments for candidates with disabilities (health data)

This processing is carried out to meet our legal obligations and exercise our rights in relation to employment.

For certain roles, we may need to process information about criminal convictions. Where this applies, we will only do so where it is necessary and permitted by law.

We will only use your personal data for the recruitment process you have applied for, unless we reasonably consider that we need to use it for a compatible purpose. If we do, we will inform you of this and explain the legal basis.

## Who has access to data?

We may share your personal data and special category 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
- 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, SmartRecruiters.

We may share your personal data (including special category data) with third parties, agents, subcontractors, and other organisations where this is necessary to administer the recruitment process or where we have a legitimate interest in doing so. For example, we may share your data to obtain employment or qualification background checks from third-party providers, or (where relevant) to carry out criminal records checks through the Disclosure and Barring Service (DBS). We may also share your data with third parties we have engaged to provide services such as HR assessments or skills testing.

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 may be transferred outside the UK where one of the organisations we work with is based overseas.

Where this happens, we ensure that appropriate safeguards are in place to protect your data. This includes transferring data only to countries where:

- the UK Government has confirmed that an adequate level of data protection is in place (known as an adequacy decision);
- you have given your explicit consent; or
- appropriate safeguards have been implemented, such as the International Data Transfer Agreement (IDTA), the UK Addendum to the EU Standard Contractual Clauses, or other approved transfer mechanisms in line with Article 46 of the UK GDPR.

## How does the organisation 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 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.

If your application is unsuccessful, the organisation will retain your personal data for 6 months after the end of the recruitment process. At the end of this period, your data will be deleted or securely destroyed.

If your application is successful, the personal data collected during the recruitment process will be transferred to your personnel file and retained for the duration of your employment. Details of how long your data will be kept will be provided in a new privacy notice.

Where an applicant is referred by a friend as part of a speculative application, their personal data will be recorded on a candidate register and used as a potential source of candidates for future vacancies. The data will be retained for 12 months, after which it will be securely deleted.

If the applicant is successful during this period, their data will be retained on the register for up to 6 years.

## Your rights

Under the law, including the Data Protection Act 2018, UK GDPR, and the Data Use and Access Act 2025 (DUAA), you have a number of rights in relation to the personal data we process about

you. You do not have to pay to exercise your rights (except where a request is clearly unfounded or excessive, in which case we may charge a reasonable fee if we agree to fulfil it).

- Right of access – You can request a copy of the personal data we hold about you
- Right to rectification – You can ask us to correct any inaccurate or incomplete personal data
- Right to erasure (where applicable) – You can request that we delete your personal data in certain circumstances
- Right to restrict processing – You can ask us to limit how we use your personal data
- Right to portability – You can request your data in a structured, commonly used format to move it to another service
- Right to object to processing – You can object to us using your data in certain situations, particularly where we rely on legitimate interests
- Right to withdraw consent (if we rely on consent) – You can withdraw your consent at any time where we rely on it to process your data.
- Right to complain (New under DUAA 2025) – If you believe your personal data has been processed unlawfully or unfairly you have the right to submit a complaint directly to us. We encourage you to include:
  - Your full name and contact details
  - A clear description of your concern
  - Any supporting documentation, if relevant

Please refer to our Complaints Policy which is available on our website for full details of our complaints procedure, or request a copy via the email address below if preferred.

You can exercise certain rights directly through your portal here:

<https://jobs.smartrecruiters.com/my-applications/Eurofins>

Alternatively, you can exercise any of your rights by contacting:

Data Protection Officer

Email: [dpo@forensicsuk.eurofins.com](mailto:dpo@forensicsuk.eurofins.com)

If you are dissatisfied with how your personal data has been handled, or with the response to a complaint, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: [www.ico.org.uk](http://www.ico.org.uk)

Phone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**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.

### **Automated decision-making**

We may use profiling during certain stages of the recruitment process. This involves using automated tools (software) to help assess your application. These tools compare information you provide, such as your experience, qualifications, application responses, and performance in tests or assessment centres, against the requirements of the role and our organisational values.

This may include assessing factors such as your skills, knowledge, language ability, logical reasoning, performance, and personal attributes (for example, teamwork, adaptability, and communication skills). These assessments may be carried out by Eurofins or by carefully selected third-party providers.

Profiling is used to support our recruitment process; however, all decisions about progressing your application, including any job offer, are made by our recruitment team.

We do not make decisions about you based solely on automated decision-making. If this changes, we will inform you in writing.

In some cases, automated tools may be used to assist in shortlisting candidates for interviews. Where this applies, there is always human involvement in reviewing and confirming decisions. We will also provide you with information about how these tools work and the potential impact on you.

### **Notice updates**

We keep this privacy notice under regular review and update it if any of the information in it changes.

Last reviewed and updated on 29/05/2026.