

# Recruitment and selection privacy notice

The following Privacy Notice explains how we Sciensus Pharma Services Ltd (SPSL) intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

The privacy notice below sets out how we process your personal information. This notice is regularly reviewed, and changes made from time to time. Any changes we make will be posted on this page.

If you have any questions relating to this notice, please contact our Data Protection officer on

Telephone number: 0800 917 4980

Email Address: [DPO@sciensus.com](mailto:DPO@sciensus.com)

Address: 107, Station Street, Burton Upon Trent, DE14 1SZ.

We will collect some identifiable information from the use of our Cookies. If you would like to read more about this, please [click here](#)

## Where we get your information from

**Information you give us** – via CVs, cover letter and completing forms

**Employment Agencies** – for recruitment and selection process

**Other Parties** – Any information sent on your behalf (e.g. friend who has referred your CV onto us)

## For what purpose do we collect your personal information?

Entering a contract for prospective employment purposes and a selection assessment of your suitability for employment with SPSL.

## What Information do we collect from you?

We collect information that is specifically provided by you as part of an application, recruitment & onboarding process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV or cover letter (if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Reasonable adjustment requirements
- Reference(s)
- The Disclosure and Barring Services checks (DBS)
- Professional registration checks
- Right to Work documentation
- License Information (where applicable)
- Psychometric tests result for selection purposes



- Evidence provided as part of interview process
- Any other information you wish to provide in support of your application

## Why do we collect this Information and who do we share it with?

Details you provide in this process will be:

- held on our computer systems and may be downloaded by us
- used to deal with your application
- made available to us and our processors
- used for communication with you regarding recruitment/onboarding process
- used to satisfy legal requirements
- used for statistical analysis
- held and may be used to contact you about other vacancies

## How long we keep your information

We will store your application data for 6 months for unsuccessful candidates. After this period, it will be fully deleted in line with our retention schedule.

For all successful candidates, we will use this information as part of our HR Employee record.

## How we keep your information Safe

During your service with us, we collect lots of personal and sensitive information about you, and we take keeping your data safe very seriously. To accomplish this, we have our own expert teams and use a mature information security management system so that your data will be treated appropriately and won't end up in the wrong hands. To achieve this, we use a three-layered approach: People, Processes and Technology.

We use a number of technology systems to control how your data is accessed and secured. Our technology covers multiple levels of our systems to ensure we can control your data from end to end. All our users are trained in the best ways of handling personal data and confidentiality and follow strict policies and procedures to ensure security is kept to a high level.

We operate role-based access control which means users access to your personal information is limited dependant on the task they carry out as part of their role.

We test our systems regularly using both internal and external testers and auditor to ensure weaknesses are identified and rectified.

In all our operations we will:

- Keep your information confidential
- Only share your information with authorised and vetted third parties, agencies or people
- Use it lawfully, fairly and in a transparent way
- Keep your personal information for as long as necessary for the purposes we have told you about
- Protect your data and keep it secure
- Have contractual obligations for data management and protection when outsourcing functions to third parties to process your personal information on our behalf
- Carry out security and cyber security checks



## Your Rights

You have a number of rights regarding how SPSL use your data including the Right to: Access, Rectify, Erase, restrict, transport, and object to the processing of your personal information.

These rights will not all apply in every situation but to exercise them at any time, have a complaint or just have a question contact us on the following:

Information Governance & Security Team

Telephone number: 0800 917 4980

Email Address: [DPO@sciensus.com](mailto:DPO@sciensus.com)

Address: 107, Station Street, Burton Upon Trent, DE14 1SZ.

### Your right of access

You have the right to ask us for copies of your personal information we hold on you, whether in paper or electronic form. Each request will be dealt with on an individual basis.

### Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

### Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

### Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances, including automated processing and profiling and where automated processing operations are taking place for human intervention.

### Your right to object to processing

You have the right to object to the processing of your personal data in certain circumstances.

### Your right to data portability

You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances where it is technically feasible. This is not an absolute right and may not be possible on all occasions.

### Your right to complain to the data protection regulator

You also have a right to lodge a complaint with the relevant data protection regulator if you believe your personal data is not being processed in accordance with applicable data protection law. To contact the Information Commissioners Office [Click Here](#).

The Information Commissioners Office normally ask you to raise your concerns firstly with us, but it is important you know you can go directly to the Regulator in the first instance.