



Employee Privacy Notice (CH)

Introduction

The following Privacy Notice explains how we, Sciensus AG (SHC), Sciensus Wholesale AG (SWH) and Sciensus Apotheke AG (SAP) companies registered under Swiss Law and Sciensus Pharma Services Limited (SPSL) a company registered in the United Kingdom intend to use the information you have provided to us as part of your employment. Together these entities make up the Sciensus Group of companies.

This notice is regularly reviewed, and changes made from time to time. Any changes we make will be posted on this page.

Sciensus Group of companies (SHC, SWH, SAP and SPSL) do not make significant decisions based solely on automated processing unless that decision is required or authorised by law.

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

Mobile Telephone Number: +447921877186

Email Address: DPO@sciensus.com

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

Where we get your information from

Your personal information is collected from the following sources:

From You – Information you provided during your recruitment process and employment.

Law Enforcement Agencies – For purpose of prevention and detection of crime and fraud.

Employment agencies or other employers – For purpose of obtaining information regarding your employment.

Legal – Solicitors, legal professionals acting on your behalf.

Insurers – Information relating to your employment such as child allowances or sickness/absence.

For what purpose do we collect your personal information?

Your contract of employment is a contract between you and either Sciensus AG, Sciensus Wholesale AG, Sciensus Apotheke AG and Sciensus Pharma Services Limited. This data is used to set up and maintain your employment with us.

What Information do we collect from you?

Please see what personal information we collect on you, including the lawful grounds for us to process your information:

- Name, address, email, telephone number
- Date of Birth

- Civil status
- Qualifications and employment history
- CV, covering letters or application forms
- Diplomas
- Reference letters
- Financial information relating pay and bank account details
- Social security number
- Family Booklet which includes:
 - Children/dependencies education details and contracts of apprenticeship/study
 - Details of both parents when married/divorced (including contracts)
 - Childcare arrangements, who the child resides with including allowance amount
- Work permit (where applicable)
- License information (where applicable)
- Details of your schedule (days of work and working hours)
- Performance reviews
- Investigation, grievance, and disciplinary information
- Annual leave and sickness records, including accident details
- Payroll records/tax status/pension and Insurance information
- Qualifications/ training records and continuous development
- Next of Kin/emergency contact details
- Unique identification reference numbers and name e.g. payroll number
- Any other information you wish to provide in support of your employment

What is our lawful ground for processing personal data?

Under the Federal Act on Data Protection (FADP) we are required to state the grounds for processing your personal data. The following grounds apply:

- **Consent:** The individual (you) has given clear consent for Sciensus to process their personal data for a specific purpose.
- **Contractual Necessity:** Processing is necessary for the conclusion or performance of a contract.

Why do we collect this information?

Details you provide during your employment will primarily be used in the following ways:

- To create and maintain your employment record
- To allow us to make payments to your nominated bank account
- To record and report to regulatory bodies and for legal and statutory compliance
- To allow us to manage all types of absences, ascertaining your fitness to work and provide employee wellbeing assistance
- To process and provide employee benefits including financial support
- For purposes of investigations such as disciplinary, grievance and capability proceedings
- Respond to and defend against legal claims and queries
- To process and inform you of any change to the business or your employment (i.e. terms and conditions)
- To process and provide employment information on your behalf (e.g. employment agencies/Insurers)
- To monitor attendance at work
- To allow us to support personal development and career progression, including training
- To allow and arrange public transportation and hotels for company purposes
- To provide you with company benefits

- To set up and manage company assets, access control, and credit cards where applicable
- For monitoring and surveillance to ensure safety of our employees
- To capture statistics and analysis trends for governance, compliance, and business improvement
- For planning and managing business activity such as budgets, auditing and account
- To conduct employee surveys (engagement, Wellbeing etc)
- To report crime and fraud
- To complete reference checks on your behalf
- Provide you with childcare allowance
- Pension fund
- To comply with Health and Safety obligations
- To manage staff wellbeing
- To complete license checks (job specific)

How long we keep your information

We will store your employment data for 10 years after your employment end date.

Who will we share your information with?

We want to maintain your trust and protect your personal information, and when we share your personal information, we are doing so because it is essential to your employment.

In “Where we get your information from” section we have detailed the sources from which we may receive personal information about you, but we also share your personal information with the same sources, including partners and suppliers which work on behalf of us.

We may share your personal data with the following:

Companies in the Sciensus Group – If the job requires you to work as part of the Group, if any of the employment functions are managed within the Group or if your line manager is located within the UK.

Employment Agencies or other employers – Sharing of information relating to your employment.

Partners or Contractors - Who conduct functions on our behalf.

Insurers – Processing of absence and accident information, pension fund, including information to process childcare allowance.

Law Enforcement Agencies – For the purposes of prevention and detection of crime or fraud.

Other People – You have authorised to act on your behalf.

Legal – Solicitors or Legal professionals acting on your behalf.

How we keep your information safe

Sciensus Group of companies (SHC, SWH, SAP and SPSL) are committed to protecting the security of Personal Information by endeavouring to ensure appropriate technologies and processes are maintained to avoid unauthorised access or disclosure. We use multi-factor authentication to ensure that only authorized users can access our systems. This means that users need to verify their identity through multiple methods, such as a password and a code sent to their phone. We also have strict access controls in place to limit who can see and use your data. In the event of a data breach, we have processes in place to ensure we notify affected persons promptly to ensure transparency and take necessary actions to protect your data.

Switzerland and the UK are considered to have adequate levels of data protection by the regulators in both Switzerland and the UK.

All Personal Information collected by Sciensus & SPSL is encrypted to the highest possible degree both when it is stored in our databases and when it is being transmitted. Intercompany data transfer agreements are in place to enable data transfer between Sciensus and SPSL.

Your Rights

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

SPSL manage these requests from a central point, based in the UK, but liaise closely with Sciensus colleagues based in Switzerland. We will review and respond to requests to exercise rights under the FADP within 30 days.

If you wish to exercise any of your rights at any time, or have a complaint or just a question about your data please contact us on the following:

Information Governance Team
Telephone number: +447921877186
Email Address: DPO@sciensus.com

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.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

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 Information

You can request details about data processing including the purpose, the retention period, data origin, and recipients.

Consent

You have the right to withdraw consent depending on the nature of processing which is being conducted.

Your right to complain

You have the right to make a complaint if you have any concerns about how we collect, use or store your personal data, or if you believe your data protection rights have been violated.

We encourage you to contact us directly in the first instance so that we can try to resolve the issue promptly.

If you wish to make a complaint, you can do this via multiple routes:

- Contact our Information Governance Team:
Telephone number: 0800 917 4980
Email Address: DPO@sciensus.com

We aim to ensure you receive a full response within 20 working days.

If you are not satisfied with the response you have received, you have the right to lodge a complaint with the relevant data protection regulator within your country.

You can contact the Swiss Federal Authorities at: <https://www.edoeb.admin.ch/en/contact-2>

To complain to the UK regulator contact:

<https://ico.org.uk/>

