



Recruitment and Selection 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 application & recruitment process. 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.

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

Your personal information is collected from the following sources:

From You – via your CV, application form, covering letters, diploma and reference letters.

Employment & Recruitment Agencies – for recruitment & selection process & information you provided to agencies to complete employment checks.

Other Parties (companies) - to complete employment reference checks on your behalf.

For what purpose do we collect your personal information?

For entering a contract of employment and for assessing your suitability for employment with Sciensus AG, Sciensus Wholesale AG or Sciensus Apotheke AG.

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
- Date of Birth
- Civil status
- Qualifications and employment history
- CV, covering letters or application forms
- Reference letters
- Financial information relating to desired pay and bank account details
- Social security number
- Family details (children/dependencies)
- Work permit
- License information (where applicable)
- Any other information you wish to provide in support of your application

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. In recruitment, this can apply if processing is needed to evaluate or fulfil the employment contract.

Why do we collect this information?

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
- used for communication with you regarding recruitment/onboarding process
- used to satisfy legal requirements
- held and may be used to contact you about future vacancies

How long we keep your information

We will store your application data up to 12 months for unsuccessful candidates.

We may hold onto your unsuccessful application information and CV for longer for future vacancies for a period of up to 2 years. We will only do this where you have provided us with consent.

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

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 the recruitment process.

We will only share your personal identifiable information where you have provided explicit consent to do so.

We may share your personal data with the following:

Companies in the Sciensus Group – this is role dependent if the job requires you to work as part of the group or if your potential new line manager is located within the UK.

Other Companies – To carry out employment checks 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
Mobile 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 at any time during the recruitment process.

Your right to complain

You also have a right to lodge a complaint with the relevant data protection regulator within your country if you believe your personal data is not being processed in accordance with applicable data protection law.

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/>