

Roche Diagnostics Limited Candidate Privacy Notice

What is the purpose of this document?

Roche Diagnostics Limited (**Roche**) is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((*EU*) 2016/679) (**GDPR**).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided in an application form, including name, title, address, telephone number, personal email address, date of birth, gender, nationality, employment history and qualifications.
- Results of any psychometric assessment(s) we ask you to take as a part of the application process.
- Any information you provide to us during an interview.

- Footage and recordings of you and your IP address, if your interview or part of your interview is conducted using a video interviewing tool.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences where relevant to the job role.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- The recruitment agency we use for the position you are applying for, from which we collect the following categories of data: name, email address, the information you have provided your curriculum vitae and covering letter, nationality and details of any points on your driving licence (if the role you are applying for is field based).
- Disclosure and Barring Service in respect of criminal convictions where it is necessary for the role you are applying for.
- Your named referees, from whom we collect the following categories of data: name, job title and dates of employment.
- We may also view your public LinkedIn account if you have one, but we do not record or store any data from this.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your CV and covering letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will ask you to complete a psychometric test which we will use to help us determine if we need to ask any additional questions in your interview. We will use the information you provide to us at the interview to decide whether to offer you the role. Any role you are offered will be conditional upon receipt of satisfactory references and, where relevant to the role you are applying for, a standard Disclosure and Barring Services Check or Garda Vetting (please see our Disclosure and Barring Services Checks/Garda Vetting Company Policy, which is available upon request and will also be provided with the offer letter you receive).

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview or to the role.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We will process information about criminal convictions where necessary for the job role you are offered, for example for an engineer who will be attending hospital laboratories and wards to service Roche equipment.

We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- The role is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) so is eligible for an enhanced check from the Disclosure and Barring Service.
- The role requires a high degree of trust and integrity, for example, it involves dealing with high value money and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate safeguards which we are required by law to maintain when processing such data.

Please see our Disclosure and Barring Services Checks/Garda Vetting Company Policy, which is available upon request and will also be enclosed with any offer letter you may receive.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

We will share your personal information with third parties and other companies in our group where we have a legitimate interest in doing so or where required by law. All our third-party service providers and other companies in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties 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 data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

After we have communicated to you our decision about whether to appoint you to the role, we will retain your personal information for as long as necessary for us to show, in the event of a legal claim, that we

have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

If you create a candidate profile with Roche, the information that you provide in your profile will be retained in your account so that you can apply for other roles in the future if you wish. You can close your account at any time which will delete all of the information you have provided in the account.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

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

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer by email at burgesshill.dataprivacy@roche.com or by post at Roche Diagnostics Limited, Charles Avenue, Burgess Hill, West Sussex, RH15 9RY.

Data protection officer

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer by email at burgesshill.dataprivacy@roche.com or by post at Roche Diagnostics Limited, Charles Avenue, Burgess Hill, West Sussex, RH15 9RY. You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**), the UK supervisory authority for data protection issues.

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