Recruitment Privacy Notice

In this Privacy Notice we use the terms “Clinisupplies”, “we”, “us”, and “our” (and other similar terms) to refer to the recruiting legal entity who act as a data controller responsible for your personal data. It will be either:

- Clinisupplies Limited, a private limited Company registered in England and Wales under Company number 04013240 with its registered office at 1 Blackmoor Lane, Croxley Park, Watford, Hertfordshire, WD18 8GA; or

- Clinisupplies GB Limited, a private limited Company registered in England and Wales under Company number 02503030, with its registered office at 1 Blackmoor Lane, Croxley Park, Watford, Hertfordshire, WD18 8GA.

Introduction

Clinisupplies is committed to protecting the privacy of anyone who applies for employment or other engagement with Clinisupplies (***Candidates***).

We set out below information regarding Clinisupplies' collection, analysis, disclosure and other use of Candidates' personal information in accordance with the UK GDPR and Data Protection Act 2018. If you accept employment with or are otherwise engaged by Clinisupplies we will, of course, collect more information about you and make other uses of your information – this will be explained to you as part of the onboarding process.

Purpose
This Privacy Notice covers how Clinisupplies:

- **Collect**;
- **Use**;
- **Disclose**;
- **Transfer**; and,
- **Store** your data.
- **Your rights** in relation to your data.

Collect

INFORMATION COLLECTED FROM CANDIDATES

The information we collect about Candidates includes:

- basic information about yourself, such as name and contact details

- citizenship, residency and work permit status and other immigration related information regarding your employment and educational history;
- other information about yourself that you provide in a CV;
- where applicable, any professional registrations; and

Where we collect information from?

Clinisupplies collects information about Candidates in the course of the recruitment process. Some of this information is collected directly from you (for example, in forms that you are asked to complete, or in interviews or through the completion of tests). Other information is generated automatically when you use or otherwise interact with Clinisupplies' systems (for example, when you log in to our website); or provided to us by third parties (for example, recruitment agencies, referees, educational institutions and other employees), including by third party service providers or publicly available sources for anti-money-laundering, background checking (including criminal checks where applicable) and similar purposes, and to protect our business and comply with our legal and regulatory obligations.

Clinisupplies may also collect information from third party psychometric test providers, which will be considered by us during the recruitment process; however no decisions in respect of your application will be made by automated means.

How do you use the information you collect about me?

We use Candidate information in accordance with applicable law to manage the recruitment process and assess you for employment or other engagement. We will also use your personal information to monitor and improve our recruitment processes and for other related purposes such as equal opportunity monitoring (e.g. gender pay gap reporting) which will not involve data regarding your race, ethnicity or other types of special category personal data., We use personal information to help us comply with legal and regulatory requirements, and to also ensure the security of our business and purposes relating to legal claims made by or against us.

We will only use your personal information where we can lawfully do so. Most commonly we will use your personal information to meet the below needs:

- process your application and correspond with you about it;
- assess your suitability for a role based on your skills, experience, qualifications and training
- make informed recruitment decisions;
- verify information provided by you;
- check and demonstrate that you have the legal right to work in the UK;
- keep appropriate records of our recruitment process and decisions;

Generally you should assume that, if we ask you for information, we need it for our recruitment purposes. In some cases we may not be able to consider your application if you cannot provide information that we request. There may be occasions where we need information to comply with a legal obligation, or conversely where provision of information is entirely optional and would not affect your application – we will let you know if this is the case.

What happens if my application is unsuccessful?

If you are unsuccessful in your application, we may also retain your Candidate information and use it to assess your suitability for future positions and roles within the organisation (see Retention section for further details).

Will you ask for my consent?

We are entitled to use, disclose and otherwise process Candidates' (and former Candidates') information as described in this notice because we need to do so for the purposes above and for our legitimate interests. We do not rely on a Candidate's consent to collect, use or process their personal information, other than in exceptional circumstances. – In those circumstances we will ask for your consent on a case-by-case basis, which can be refused or later withdrawn at any time.

Where Clinisupplies relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

AUTOMATED DECISION MAKING

As part our recruitment process, we do not carry out any automated decision-making.

DISCLOSE

Who do you disclose my information to?

Clinisupplies may disclose Candidate information, where reasonably necessary for various purposes (but not limited to) as described below:

- recruitment agencies working with us in relation to your potential recruitment;
- other service providers processing Candidate information on our behalf in the course of supporting our business and operations (including any third party psychometric test providers);
- to any person who takes over our business and assets, or relevant parts of them;
- other members of the Clinisupplies group who may be outside the UK;
- third parties to whom Clinisupplies is required to disclose information by law or regulatory requirement (including litigation counterparties); and
- competent regulatory and prosecuting authorities.

Transfer

The personal data that we hold about you will be stored in the UK.

If we transfer your data to third-party service providers based outside the UK, we ensure a similar degree of protection is provided to the transfer by ensuring at least one of the following safeguards is implemented:

- we will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the UK and/or European Commission.
- where we use certain service providers, we may use specific contracts (known as Standard Contractual Clauses) approved by the UK and/or the European Commission which give personal data the same protection it has in UK/Europe, as well as any additional security measures as required.

Intra Group Transfers

As a global organisation Clinisupplies transfer personal data about you between our group and have entered into a Intra Group Data Sharing Agreement which ensures your information is only shared and processed for specific purposes with confidentiality and security safeguards implemented.

How long will you retain my information for?

We will generally retain information about you throughout the recruitment process. Some information will be retained after the process ends, either because you are employed or otherwise engaged by us or, if your application is withdrawn or unsuccessful, because we retain information in case you apply to work for us again (or a suitable position within the Clinisupplies group becomes available) or a recruitment related dispute arises between us. Clinisupplies will delete or restrict/discontinue the processing of personal data when it is no longer needed after the recruitment process ends, in accordance with their own policies and in accordance with applicable law.

As a general principle, we do not retain Candidate information (except in anonymised /statistical form) for longer than we need it, given the purposes for which it is held. This is typically 6 months after the applicable role has been filled.

Your Rights

What rights do I have in respect of the information you hold about me?

With limited exceptions, Candidates have a number of rights. You can:

- ask for a copy of your information;
- ask for information to be corrected;
- ask for information to be erased or deleted;
- ask for us to limit or restrict processing;
- object to us processing your data, in particular where we use the data for direct marketing, including profiling for direct marketing purposes. The right to object does not apply if we must process the data to meet a contractual or legal requirement;
- ask us to send you a copy in a structured digital format or ask for us to send it to another party.

Some rights however, may be limited. We may be obliged by law or regulation to keep information. On occasion there may be compelling legitimate interests to keep processing your data.

Who do I contact about this notice?

If you wish to exercise any of these rights or have other questions about our Candidate information processing or related policies, please contact the Compliance Manager at Clinisupplies Limited, 1 Blackmoor Lane, Croxley Park, Watford, WD18 8GA, privacy@clinisuppplies.co.uk.

Further Information

Can I make complaints to the supervisory authority?

You also have the right, at any time, to lodge a complaint about our processing of your personal information with your local supervisory authority. The details for the UK supervisory authority, the Information Commissioners Office (the ICO) can be found here: https://ico.org.uk/global/contact-us/.

Data protection officer

We have appointed The DPO Centre (www.dpocentre.com) as our data protection officer (DPO) to oversee compliance with this privacy notice as well as our overall data protection compliance. If you have any questions about this privacy notice or how we handle your personal information you can send an email to privacy@clinisupplies.co.uk