



Candidate Privacy Notice

Life Sciences Hub Wales Limited incorporated and registered in England and Wales with company number 08719645 whose registered office is at 2nd Floor, 3 Assembly Square Britannia Quay, Cardiff CF10 4PL (Company).

As part of any recruitment process, Life Sciences Hub Wales (LSHW) collects and processes personal data relating to job applicants. LSHW is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations in accordance with the European Convention on Human Rights, the UK Human Rights Act 1998, the Data Protection Act 2018 (UK General Data Protection Regulations (Chapter 2)) (The retained EU GDPR 2016/679). All of the information you provide during the recruitment process will only be used for the purpose of progressing your application or to fulfil legal or regulatory requirements when necessary.

What information does the organisation collect?

LSHW collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications and/or education, skills, experience and employment history, including start and end dates, with previous employers and with the organisation,
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- information about your nationality and entitlement to work in the UK;
- information about criminal convictions and offences.
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments.

During the recruitment process, LSHW will also ask you for answers to questions relevant to the role you have applied for.

LSHW will request details of referees who we may contact in the event that we make you a conditional job offer.

You must successfully complete pre-employment checks to progress to a final offer of employment with LSHW. If we make a final offer of employment, we will also ask you for further information once you have accepted the offer, such as your bank details.

LSHW collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents,

or collected through interviews or other forms of assessment, including online tests and questionnaires.

LSHW will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. LSHW will seek information from third parties only once a conditional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does LSHW process personal data?

LSHW needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, LSHW needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

LSHW has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows LSHW to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. LSHW may also need to process data from job applicants to respond to and defend against legal claims.

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

LSHW processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where LSHW processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting the Data Protection Officer. You are able to contact the Data Protection Officer via any method including, by letter, by e mail, by telephone and in person. The telephone number is 02920 467 030 or via e mail to hello@lshubwales.com. If you decide to write the address is:

The Data Protection Officer
Life Sciences Hub Wales

3 Assembly Square
Cardiff Bay
CF10 4PL

LSHW is obliged to seek information about criminal convictions and offences. This is necessary for it to carry out its obligations and exercise specific rights in relation to employment and/or comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

If your application is unsuccessful, LSHW will keep your personal data on file in case there are future employment opportunities for which you may be suited. LSHW will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting the Data Protection Officer. You are able to contact the Data Protection Officer via any method including, by letter, by email, by telephone and in person. The telephone number is 02920 467030 or via e mail to hello@lshubwales.com. If you decide to write the address is:

The Data Protection Officer
Life Sciences Hub Wales
3 Assembly Square
Cardiff Bay
CF10 4PL

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. LSHW also uses a third-party to assist with its recruitment process. We have contracts in place with our third-party data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

LSHW will not share your data with any other third parties, unless your application for employment is successful and it makes you a conditional offer of employment. LSHW will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary basic criminal records checks.

LSHW will not transfer your data outside the European Economic Area.

How does LSHW protect data?

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised manner or otherwise used or disclosed.

To achieve this, we use encrypted secure technology to protect all personal information stored by us. We operate up to date and regularly review policies for Data Protection, Password Policy, Information Security and Business Continuity (including Risk Assessments via the DPIA process and individual risk assessments) to support our business processes and to ensure that all personnel are aware of the importance of data security.

Access to information is permitted on a need to know basis.

For how long does LSHW keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period or sooner if you withdraw your consent, your data will be destroyed in a manner whereby it cannot be reconstructed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. They are:

- You have a right to access your personal information,
- You have a right for incorrect information held about you to be rectified
- You have a right for information which you no longer wish us to hold to be erased (also known as the right to be forgotten)
- You have a right for the processing of your information to be restricted
- You have a right to data portability - for your personal information to be transported in a structured, commonly used, recognisable format
- You have a right to object to the processing of your personal information,
- You have a right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or significantly affects you.

You also have the right to make a Subject Access Request. As part of this process you will be able to ascertain

- Whether or not your data is processed, and if so why
- The categories of personal data concerned
- The source of the data if you have not provided the original data
- To whom your data may be disclosed, including outside the EEA and the safeguards that apply to such transfers

We reserve the right to validate your identity prior to release of information.

If you would like to exercise any of these rights, please contact the Data Protection Officer. You are able to contact the Data Protection Officer via any method including, by letter, by e mail, by telephone and in person. The telephone number is 02920 467030 or via e mail to hello@lshubwales.com. If you decide to write the address is:

The Data Protection Officer
Life Sciences Hub Wales
3 Assembly Square
Cardiff
Cardiff Bay
CF10 4PL

What if you wish to contact us, including how to make a complaint with a supervisory authority?

You can contact the Life Sciences Hub Wales via a number of different routes. We will deal with your enquiry in the same way regardless of how you choose to contact us. For further information on how LSHW process your data, please contact us in writing at:

The Data Protection Officer
Life Sciences Hub Wales
3 Assembly Square
Cardiff
Cardiff Bay
CF10 4PL

or via e-mail to hello@lshubwales.com.

If you are unhappy with the way in which your personal data has been processed and wish to raise a complaint. Please do so by one of the methods described above. We will handle your complaint sensitively, and confidentially and will write to you with a response within 10 working days. A copy of our complaint policy is here.

If you are dissatisfied, you have the right to communicate directly to the Information Commissioner (ICO). The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

We would appreciate if you would let us try and resolve the matter first before referring it to the ICO.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to LSHW during the recruitment process. However, if you do not provide the information, LSHW may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK, sufficient data to enable LSHW to carry out a criminal records check and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Review of the Candidate Privacy Notice

We regularly review all of our policies and procedures, we will post updates on documentation and webpage. This Candidate Privacy Notice was last reviewed and amended on 27 October 2021.