



LGC is committed to protecting the privacy and security of your Personal Data.

This Job Applicant Privacy Notice describes how the LGC Group of Companies (LGC Science Group Holdings Limited) and its subsidiaries, (collectively, "LGC") will typically handle the Personal Data of job applicants during and after the recruitment process.

This Privacy Notice applies to the handling of Personal Data, when such data is processed or used by LGC with the help of data processing systems (computers) or non-automated manual handling processes such as hardcopy documents and filing systems.

The terms used in this Privacy Notice are defined as follows:

- **Personal Data** means any information that relates to you (the Data Subject) as an identifiable living individual— typical examples are given below but such information would include name, address etc.;
- **Collection** means how LGC acquires your Personal Data; and
- **Processing** means the storage retention, use, access, correction, transfer and deletion of Personal Data, whether by automated electronic means (on computer) or in a structured paper filing system.

This Privacy Notice describes the categories of Personal Data that LGC collects, how we use your Personal Data, how we secure your Personal Data, when we may disclose your Personal Data to third parties, and at what stage and how we may transfer your Personal Data outside of the European Economic Area (EEA). This Privacy Notice also describes your rights regarding the Personal Data that we hold about you and how you can access, correct, and request the deletion of your Personal Data.

LGC will only process your Personal Data in accordance with this Privacy Notice and as allowed by applicable law. In accordance with applicable law, LGC takes steps to ensure that the Personal Data we collect about you is adequate, relevant, and not excessive and is processed for lawful purposes.

### **Collection of Personal Data**

To carry out our activities and obligations as a prospective employer, we may collect, retain and process the following categories of Personal Data over the duration of the recruitment process:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses;
- Gender;
- Information about your current level of remuneration, including benefit entitlements (if any);
- Details of your qualifications, skills, experience and employment history;
- Disability disclosures – this will allow LGC to make reasonable adjustments during the recruitment process;
- Information about your eligibility to work;
- Information which may impact security vetting (where applicable); and/or
- Other personal details that you may have included in your CV, resume or cover letter or that you may have otherwise voluntarily provided to us.

LGC may collect Personal Data through a variety of ways which may include, without limitation, job application forms, CVs or resumes, passport and/or any other identity documents, interviews and/or other forms of assessment (including psychometric tests).

LGC may also collect Personal Data about you from third parties through means such as security vetting (where applicable) and/or references supplied by your former employers. LGC will only collect Personal Data from third parties once an offer of employment has been made to you and will ensure that you are notified of such activity.

You are under no statutory or contractual obligation to provide Personal Data to LGC during the recruitment process. However, if you do not provide the Personal Data, LGC's ability to process your recruitment application may be restricted.

### **Use of Personal Data**

LGC will process your Personal Data when permitted by applicable law to do so, for example, where this is necessary for the performance of the recruitment process or where this is necessary to comply with a legal obligation that applies to us as your prospective employer. We may also process your Personal Data for the following business purposes:

- Assessing/confirming an applicant's suitability for employment;
- Checking a successful applicant's eligibility to work prior to his/her commencement in employment;
- Conducting health checks;
- Conducting employment related assessments;
- Obtaining employment references;
- Completing security vetting (where applicable);
- Record-keeping of the recruitment process;
- Monitoring recruitment statistics; and/or
- Responding to and defending against legal claims.

LGC will only process your Personal Data for the purposes outlined in this Privacy Notice. If we wish to process your Personal Data for an unrelated purpose, we will provide notice to you and, if required by law, will seek your consent. We may process your Personal Data without your knowledge or consent where required by applicable law or regulation.

You may be subject to decisions based on automated data processing during the initial stage of our recruitment process.

### **Collection and Use of Sensitive Personal Data**

The following categories of Personal Data collected during the recruitment process may be considered especially sensitive under applicable law and our handling of this data will therefore be done with enhanced technical and organisational safeguards:

- Race or ethnic origin;
- Political opinions;
- Religious, philosophical, or moral beliefs;
- Trade union membership;
- Social welfare, sexual life, or sexual orientation;
- Physical or mental health or condition; and/or
- Unlawful or objectionable conduct, criminal charges, or convictions.

Where LGC have a legitimate business need to process your sensitive Personal Data for purposes not identified in this Privacy Notice, we will do so where this is lawful or after providing you with notice and, if required, by obtaining your prior, express consent.

### **Data Sharing**

LGC will only disclose your Personal Data to others where required by law but will do so to our employees and trusted third-party service providers who require such information to assist us with conducting the recruitment process. Such employees may include our Human Resources department, hiring managers and line managers in the business area who are involved in the recruitment process. Trusted third-party service providers who provide services to us or on our behalf may include external recruitment assessors or IT service providers. These third-party service providers may be located outside of your home jurisdiction.

We require all our third-party service providers, by written contract, to implement appropriate security measures to protect your Personal Data consistent with our policies and any data security obligations applicable to us as your prospective employer. We do not permit 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 in accordance with our instructions.

Your Personal Data may be shared with former employers and/or the security vetting authority to complete the necessary background checks (where applicable) following your offer of employment at LGC.

LGC may also disclose your Personal Data for the following additional purposes where permitted or required by applicable law:

- To other members of our group of companies (including outside of your home jurisdiction) for the purposes set out in this Privacy Notice and as necessary to perform our recruitment process with you;
- As part of our regular reporting activities to other members of our group of companies;
- To comply with legal obligations or valid legal processes such as search warrants, subpoenas, or court orders. When we disclose your Personal Data to comply with a legal obligation or legal process, we will take reasonable steps to ensure that we only disclose the minimum Personal Data necessary for the specific purpose and circumstances;
- To protect the rights and property of LGC;
- During emergency situations or where necessary to protect the safety of persons;
- Where the Personal Data is publicly available;
- If a business transfer or change in ownership occurs during the recruitment process; or
- For additional purposes with your consent where such consent is required by law.

### **Cross-Border Data Transfers**

In accordance with applicable law, LGC may transfer your Personal Data collected about you to other jurisdictions should a hiring manager, a key stakeholder in the recruitment process, wishes to review and evaluate your application. These other jurisdictions may not provide the same level of data protection as your home jurisdiction, but LGC will do so only as necessary to perform our recruitment process with you and for the purposes set out in this Privacy Notice. If you are located in the European Economic Area (EEA), we do so only having ensured your data is shared using standard contractual clauses approved by the European Commission or under the EU-US Privacy Shield/Swiss-US Privacy Shield or otherwise with your consent, in order to secure the transfer of your Personal Data to other jurisdictions.

## **Data Security**

LGC has implemented physical, technical, and organizational security measures designed to secure your Personal Data against accidental loss and unauthorized access, use, alteration or disclosure. In addition, we limit access to Personal Data to those employees, agents, contractors and other third parties that have a legitimate business need for such access.

## **Data Retention**

Except as otherwise permitted or required by applicable law, we will retain your Personal Data only for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting record-keeping requirements. We may anonymize your Personal Data so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent.

Should your recruitment application be successful, your Personal Data, as collected during the recruitment process, will be transferred to your personnel file and retained during the course of your employment. Further information will be provided to you in a separate Employee Privacy Notice when you start your employment at LGC.

In the event your recruitment application for employment at LGC is unsuccessful, we may, subject to your written consent at the end of this document, retain your Personal Data on file for 6 months or in line with local legislation after the end of the relevant recruitment process for our consideration for suitable employment opportunities in the future. You may provide your consent to extend this period for a further 6 months. At the end of this period, your Personal Data will be securely deleted. You are free to withdraw your consent at any time by emailing the local LGC Human Resources department managing your recruitment application.

## **Rights of Access, Correction, Deletion and Objection**

It is important that the Personal Data LGC holds about you is accurate and current. Please keep us informed if your Personal Data changes during the recruitment process and thereafter. By law you may have the right to request access to and correct the Personal Data that we hold about you, or to object to the processing of your Personal Data under certain circumstances.

If you want to review, verify, correct or request deletion of your Personal Data, or object to the processing of your Personal Data, we would ask you to contact the local LGC Human Resources Department managing your recruitment application or email [dataprotection@lgcgroup.com](mailto:dataprotection@lgcgroup.com).

LGC may request specific information from you to help us confirm your identity and your right to access, and to provide you with the Personal Data that we hold about you in order to make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the Personal Data that we hold about you, or we may have destroyed, erased, or anonymised in accordance with our record retention obligations and practices. If we cannot provide you with access to your Personal Data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

## **Right to Withdraw Consent**

Where you have provided your consent to the collection, processing, and transfer of your Personal Data, you may have the legal right to withdraw your consent under certain circumstances. To withdraw your consent, if applicable, we would ask you to contact either the local LGC Human Resources Department managing your recruitment application or email [dataprotection@lgcgroup.com](mailto:dataprotection@lgcgroup.com).

## **Data Protection Officer/Lead**

LGC has appointed a Data Protection Lead to coordinate LGC's Data Privacy practice and certain LGC entities may have formally appointed a Data Protection Officer. If you have any questions about this Privacy Notice or how LGC handles your Personal Data, or if you would like to request access to your Personal Data, please contact either the local LGC Human Resources Department managing your recruitment application or email [dataprotection@lgcgroup.com](mailto:dataprotection@lgcgroup.com).

LGC entities are registered and/or notified to national data privacy supervisory authorities in relevant countries. If you are unsatisfied with our response to any issues that you raise, you may have the right to make a complaint to the national supervisory authority, such as the UK's Information Commissioner's Office (ICO), for further information and guidance, please go to the ICO's website ([www.ico.org.uk](http://www.ico.org.uk)). However, if you do have any issue or concern, we would encourage you to contact the local LGC Human Resources Department or email [dataprotection@lgcgroup.com](mailto:dataprotection@lgcgroup.com) in the first instance.

## **Changes to This Privacy Notice**

LGC reserves the right to update this Privacy Notice, if we do so, we will provide you with a new Privacy Notice when we make any updates.

## **Acknowledgement and Consent**

I, \_\_\_\_\_ (*JOB APPLICANT*) acknowledge that on \_\_\_\_\_ (*DATE*), have received a copy of LGC's Job Applicant Privacy Notice.

I confirm that I have read and understood the information contained in the LGC Job Applicant Privacy Notice, and I provide my consent to the collection, retention, correction, transfer and deletion of my Personal Data by LGC in accordance with this Job Applicant Privacy Notice.

I consent to LGC retaining my Personal Data in the event my recruitment application is unsuccessful: **Yes / No \***

If, Yes, I consent for my Personal Data to be retained by LGC for a period of: **6 months / 12 months \***

Signature:

Print Name:

**\*Delete as applicable.**

*Effective Date: May 2018*

Job Applicant Privacy Notice/EEA/AII/SL

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Authorised: Deputy General Counsel

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