

DIACEUTICS GROUP

CANDIDATE PRIVACY STATEMENT

1. Introduction

Thank you for your interest in applying for a role with the Diaceutics group of companies (the “**Diaceutics Group**”, “**our**“, “**we**” and “**us**“).

The Diaceutics Group respects your right to privacy and this Candidate Privacy Statement (this “**Statement**“) sets out the basis on which we use, process, store and/or disclose any personal data detailed below (“**Personal Data**“) that we collect from you or that you provide to us as part of the recruitment and assessment process.

This Statement is supplementary to the information provided in our Privacy Policy available on <https://www.diaceutics.com/privacy-policy/> and which relates to our use of other Personal Data that we collect from you or that you provide through the Website.

2. Overview of this statement

We collect and process your Personal Data when you make an application to a role with us and also as part of our interview and assessment process. We process your Personal Data mainly for the purpose of pursuing our legitimate interests. We may also share your Personal Data with third parties and in certain circumstances with law enforcement agencies or other bodies if we are required to do so by law.

3. The personal data we process

We will collect and process Personal Data that you provide to us as part of the application and recruitment process (either directly or via other platforms such as LinkedIn) and may include the following:

CV	The information you have provided to us in your curriculum vitae and covering letter, including personal details, employment history and education.
Application/ contact form	The information you have provided on our application/contact form via our website and/or any job application made via LinkedIn together with your profile, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
Interview	Any information you provide to us during an interview, including test or assessment results.

We may obtain the following Personal Data about you from third-party sources:

Recruitment agency	We do not routinely use recruitment agencies, however in the event that your application is received via an agency we will process from which we collect the following categories of data: e.g. CV and application form information as set out above.
Background check providers	Confirmation of employment history and qualifications.

Your named referees	We will contact those referees named in your CV and/or otherwise notified to us, and will request the following information - confirmation of employment history and/or qualifications, professional or employment reference.
---------------------	---

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.

4. How and why we use your personal data

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 of employment with you.

Please note that if you fail to provide personal information 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. For example, if we require a reference for this role and you fail to provide us with relevant details, we will not be able to take your application further.

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.
- 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.
- We do not envisage that we will process information about criminal convictions – if this becomes necessary, we will provide specific notification on a case by case basis.

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

Automated decision-making

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

5. Who we share your personal data with

We will only share your personal information where required as part of the assessment and recruitment process with the categories of third parties list above. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies, and we only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. How long we keep your data for

We will retain your personal information for a period of six (6) months after we have communicated to you our decision about whether to appoint you to a role. We retain your personal information for that period so that we can 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 our data retention policy.

7. Changes to this statement and questions

If we amend this Statement, in whole or part, any changes will be posted on our page and, where appropriate, notified to you by email or when you use the Website. The new Statement may be displayed on-screen and you may be required to read and accept it to continue your use of our website.

If you have any questions, comments and requests regarding the way your Personal Data is used or processed by the Diaceutics Group, please contact us at legal@diaceutics.com.

8. Additional information

Please refer to our primary Privacy Statement (available <https://www.diaceutics.com/privacy-policy/>) for additional information on the following:

- a. Security, Storing and transfer of your personal data (section 6)
- b. Your right and how to exercise them (section 9)
- c. Information relevant to candidates resident in California (section 11)