

# Privacy Notice for Job Applicants

May 2018

## 1. Introduction

Microbiotica Limited is an emerging biotechnology company launched to commercialise ground-breaking research conducted into the role of the human microbiome in health and disease at the Wellcome Trust Sanger Institute. The company is based at Chesterford Research Park, Little Chesterford, Cambridge UK.

Microbiotica occasionally seeks new recruits to join its team.

In order to match applicants to opportunities, Microbiotica uses personal information provided by applicants through CVs and letters, either directly or via recruitment companies.

Microbiotica is committed to ensuring that your privacy is protected and to complying with the General Data Protection Regulation which replaces the Data Protection Act. This Privacy Notice sets out how Microbiotica uses, processes and protects any information that you give us; we will use your consent and our legitimate interest as the legal basis which allows us to do this. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this policy.

## 2. What we collect and why

Microbiotica holds personal information from applicants, which may include:

- your name
- your contact information including email address, postal address, telephone number
- your qualifications, skills, career experience and other professional data
- other personal information which you have provided to us
- notes taken in interviews
- *(should you be offered a role)* information from referees

We require this information to:

- assess your suitability for the role for which you have applied
- be able to contact you for follow up information and/or to arrange interviews
- *(should you be offered a role)* prepare your contract of employment and other related documentation

## 3. How we store your data

We store information provided by applicants in our email system and on file in our cloud-based storage, held on UK servers. The company will at some point in the future be moving all its cloud-based storage to a hosted physical server in the UK. For convenience through the review stages of recruitment, we may also print hard copies of applications and will keep these securely locked away when they are not being reviewed.

When applications are forwarded to us via recruitment companies, we store the information provided in the same way as any applications sent directly to us.

By submitting your application to us you agree to these methods of storage

#### **4. Who has access to your information**

The information provided by you in your application will be accessed by the HR Operations Co-ordinator and VP Operations who together oversee company recruitment, the recruiting line manager and, on occasion and when appropriate, other members of staff including member of the senior management team.

#### **5. Data security**

Microbiotica is committed to ensuring that your information is held securely at all times. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure the information we collect and store. Where we work with recruitment companies, we will check that they comply with the General Data Protection Regulation before signing an agreement to use their services.

Our email accounts and cloud-based storage are password-protected and may only be accessed by individuals with the necessary and appropriate authority. Each member of staff has a unique and personal password which is not shared with others.

Our physical cupboards are locked with a key; spare keys are securely stored in a locked box with very restricted access.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data as it is transmitted to us via email.

#### **6. Controlling your personal information and your rights**

We will keep your information on file for up to six months. At this point we will delete/destroy your information, unless we wish to retain your information for longer, in which case we will contact you. If you are happy for us to keep your personal information indefinitely, please advise us. If you have previously agreed to us using your personal information you may change your mind at any time by contacting us.

We will not give, sell, distribute or lease your personal information to any third parties unless we have your permission or are required by law to do so.

You may request to see a copy of the personal information which we hold about you; please contact us using the details below:

VP Operations, Microbiotica Limited

*Address:* Chesterford Research Park, Little Chesterford, Cambridge, UK.

*Telephone:* + 44 (0)1223 869300

*Email:* info@microbiotica.com

If you are unhappy with the way your data is being handled or if you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect. In addition, the law provides you with rights regarding your information including, in some cases, getting your information deleted earlier than our policy would normally dictate.

If you are not satisfied with any response you may receive from regarding a concern about your personal information or about a complaint, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office likes to see that you have raised a complaint with us first and received a response, before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office

*Address:* Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, UK

*Telephone:* 0303 123 1113 (local rate) or 01625 545 745 (national rate)

*Website:* [www.ico.org.uk](http://www.ico.org.uk)

*Email:* [casework@ico.org.uk](mailto:casework@ico.org.uk)

*Microbiotica Registration Reference:* ZA237648

Microbiotica Limited may change this policy from time to time. An up to date policy will always be available on request.