



Recruitment - Fair Processing Notice

As part of any recruitment process, Synthotech Ltd collects and processes personal data relating to job applicants. Synthotech Ltd is committed to being transparent about how it collects and uses this data and to meet its data protection obligations.

What information do we collect?

Synthotech Ltd collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

Synthotech Ltd may collect 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a formal job offer has been made and will inform you that we are 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 Synthotech Ltd process personal data?

1. We need to process your data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.
2. In some instances, we need to process your data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK prior to the commencement of employment.
3. We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for

employment and decide to whom to offer employment. We may also need to process data from job applicants to respond to and defend legal claims.

4. We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.
5. If your application is unsuccessful, Synthotech Ltd may keep your personal data on file for future employment opportunities which you may be suited to. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to your data?

1. Your information may be shared internally for the purposes of the recruitment process. This includes members of the HR and Management Team, interviewers involved in the recruitment process and senior staff members in the business area with a vacancy.
2. We will not share your data with third parties, unless your application for employment is successful and we make you a formal offer of employment. We may then share your data with your former employers to obtain references for you and employment background check providers to obtain any necessary background checks.

How does Synthotech Ltd protect data?

1. We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long does Synthotech Ltd retain data?

1. If your application for employment is unsuccessful, we will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of the period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions.
2. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

1. access and obtain a copy of your data on request;
2. require the organisation to change incorrect or incomplete data;
3. require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
4. object to the processing of your data where Synthotech Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Fiona Bradley at hr@synthotech.co.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Synthotech Ltd during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Identity and contact details of controller and data protection office

1. Synthotech Ltd is the controller and processor of the data for the purposes of DPA and GDPR.
2. If you have any concerns as to how your data is processed, you can contact

Mark Tindley, Managing Director, Synthotech Ltd, hr@synthotech.co.uk