

# Protection of your Personal Information in compliance with the GDPR

## 1. Information We collect from You.

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills and as well as your video in case we conduct your interview using the Video Interview feature.
- If you contact us, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.

## 2. Uses Made Of Your Information

### Lawful basis for processing

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

Where you apply for a job opening, we rely on your consent, which is freely given by you during the application process. Solynta will process your personal data with the purpose described below.

### Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers for recruitment purpose.
- To find appropriate candidates to fill our job openings.

## 3. Disclosure of Your Information

Your information will only be shared with Solynta employees that are involved in the recruitment process of a given vacancy, this may include members of HR, Hiring managers and team members.

### Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

When we suspect data security breach, we will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

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 transmitted through any online means, therefore any transmission remains at your own risk.

## 4. Where We store your Personal Data

The data that we collect from you is stored in our internal systems, however upon hiring, data maybe processed and transferred to, and stored at our third parties service providers.

Such staff maybe engaged in, among other things, the processing of your payment details and IT set-up. By submitting your personal data, you agree to this transfer, storing or processing.

To ensure your protection, a Data Processor Agreement has been signed between Solynta and its third parties service providers that are involved in data processing.

## **5. How long we keep your Personal Data**

In case you are not selected, we will delete your data within 4 weeks after finishing the recruitment process. Solynta can ask you by email to hold your data for about 12 months with the purpose of contacting you should we have suitable positions in the near future. Only with your written permission we will hold your data for future vacancy matches.

## **6. Your rights**

Under the [General Data Protection Regulation](#) you have a number of important rights. In summary, those include rights to:

- Access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address.
- Require us to correct any mistakes in your information which we hold.
- Require the erasure of personal data concerning you in certain situations.
- Receive the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations.
- Object at any time to processing of personal data concerning you for direct marketing.
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.
- Object in certain other situations to our continued processing of your personal data.
- Otherwise restrict our processing of your personal data in certain circumstances that following its transfer by us.