

## PRIVACY NOTICE

(the “Notice”)

01. 11. 2020

Dear candidate,

In the context of the entry into force on 25.05.2018 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (“**General Data Protection Regulation**” – **GDPR**),

we, **Zentiva Pharma UK Limited**, with its registered seat at 12 New Fetter Lane, London, EC4A 3JP (hereinafter individually referred to as the "**Company**"), acting as a Controller, legal entity or entities which is/are of the Zentiva group of companies, together with the other legal entities itemized under Section (U) of the Privacy Notice available here: <https://www.zentiva.co.uk/gdpr> (hereinafter generically and collectively referred to as “**Zentiva**” and/or “we” and/or the “**Affiliates**”), as (Joint) Controllers,

pursuant to art. 13 and 14 of GDPR, would like to detail herein:

- ✓ how we obtain your Personal Data;
- ✓ the (categories of) Personal Data that we may Process;
- ✓ the purposes of the Processing for which the Personal Data are intended, as well as the legal basis for the Processing;
- ✓ the conditions under which we may disclose your Personal Data;
- ✓ how we keep your Personal Data secure;
- ✓ the retention period of your Personal Data;
- ✓ the rights you have in relation with your Personal Data;
- ✓ the contact details;
- ✓ the revisions of the Notice.

Any questions you may have about how we Process your Personal Data may be addressed to the Data Protection Officer via e-mail: [DPO@zentiva.com](mailto:DPO@zentiva.com) or to the UK Human Resources Department: [UKGDPR@zentiva.com](mailto:UKGDPR@zentiva.com)

This Notice is addressed to prospective employees (such persons are referred to as “**you**”).

Unless otherwise defined herein or the context requires otherwise, capitalized terms used in this Notice shall have the meanings ascribed to them in the section (T) of the Privacy Notice available here: <https://www.zentiva.co.uk/gdpr>

This Notice may be amended or updated from time to time to reflect changes in our practices with respect to the Processing of Personal Data, or changes in applicable law. We encourage you to read this Notice carefully, and to regularly check this document on our websites [www.zentiva.co.uk](http://www.zentiva.co.uk) to review any changes that we might make in accordance with the terms of this Notice.

### **(A) How we obtain your Personal Data**

The Company collects your Personal Data directly from you, either following a recruitment and selection announcement, or following your interest in the Company’s profile, as an employer, when you voluntarily apply for a (vacant) position within our Company, either through an online job website, or through e-mail, or in person, during (an) interview(s).



Also, the Company may collect your Personal Data from third parties service providers, which render recruitment and selection services, upon our prior request or from the members of our personnel who recommend you.

## **(B) The (categories of) Personal Data we may Process**

During the recruitment and selection process, the Company may Process the following categories of your Personal Data:

- ✓ **Basic information:** name and surname; nationality / citizenship; date and place of birth; National Insurance Number; marital status; academic title; educational attainment (including date of graduation); function; work experience (including indication of previous employers and positions); work and residence permit number (if applicable); a statement of disability (if applicable); information on work capacity, eventually reduced work capacity (if applicable); foreign insurance information (if applicable); health insurance card number; driving license (if applicable).
- ✓ **Contact details:** personal phone number; personal e-mail address.
- ✓ **Support documentation of your application:** letter of intent; CV; certifications; any other document of the same type and nature, evidence of your right to work in the UK. This is viewed at interview but not retained.
- ✓ **Other Personal Data:** image (by means of our CCTV).

Except for the categories of Personal Data listed in the paragraph above, the Company may also Process other (categories of) Personal Data, depending on the information you make available to us, during the recruitment and selection process.

In order to perform the recruitment and selection process, we do not need any other Personal Data such as but not limited to: copy of your ID card; criminal record; photo, which is why you are kindly required not to provide us with such Personal Data. Should you though provide us with such unrequested and unnecessary Personal Data, to the extent possible, we will either return them to you or destroy them, upon our sole option and with no prior notice, but with immediate effect.

## **(C) The purposes of the Processing for which the Personal Data are intended, as well as the legal basis for the Processing**

When Processing your Personal Data in connection with the below listed purposes, we may rely on one or more of the following legal grounds, as the case may be:

- ✓ **Consent:** We may Process your Personal Data pursuant to art. 6, para. (1) lit. a) of GDPR, where Processing is necessary for the purpose of the Company's human resources management (recruitment and selection) and we have obtained your implied consent to the Processing expressed through the voluntary submission of your application and / or by the voluntary (in)direct transmission of your Personal Data indicated under Section (B) above;
- ✓ **Legitimate interest:** We may Process your Personal Data pursuant to art. 6, para. (1) lit. f) of GDPR, where Processing is necessary for the purposes of the Company's legitimate interests, over which your interests or your fundamental rights or freedoms do not take precedence; these legitimate interests of Zentiva's are, in particular:
  - recruitment and management of human resources, of occupational health and safety and of emergency situations;
  - managing and preparing internal reports, and conducting further research and/or analysis to determine our internal recruitment programs;
  - management of physical security and the protection of individuals and assets.

## **(D) The conditions under which we may disclose your Personal Data**

We may disclose your Personal Data to other Affiliates within Zentiva, for legitimate business purposes, in accordance with applicable law. Information about Zentiva Affiliates that may have



access to the Personal Data can be found under Section (U) of the Privacy Notice available here: <https://www.zentiva.co.uk/gdpr> .

In addition, we may disclose your Personal Data to:

- ✓ you and, where appropriate, your appointed representatives;
- ✓ operational services providers (e.g.: archiving and storage of the Company's physical archive; physical security; couriers; telecommunication etc.);
- ✓ central and / or local competent public institutions / authorities (e.g.: those competent in labour, fiscal / financial, qualification and / or authorization of specialized personnel, enforcement, courts, criminal investigation related matters);
- ✓ our consultants (e.g.: auditors, lawyers etc.);
- ✓ business partners, investors, assignees (current or potential) with a view to facilitate business asset transactions (which may include but not be limited to mergers, acquisitions, assignment of claims or sale of assets).

If we engage a third-party Processor to Process your Personal Data, the Processor will be subject to binding contractual obligations to: only Process your Personal Data in accordance with our prior written instructions and to take organizational and technical measures to protect the confidentiality and security of your Personal Data, together with any additional requirements under the applicable law.

If we will transfer your Personal Data outside of the European Union and / or European Economic Area, we will do so only with the observance of the legal provisions in force, by applying adequate security measures and notifying you if this is the case.

#### **(E) How we keep your Personal Data secure**

We have implemented reasonable technical and organizational security measures, designed to protect your Personal Data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, unauthorized access, and other unlawful or unauthorized forms of Processing, in accordance with applicable law.

Because the internet is an open system, the transmission of information *via* the Internet is not completely secure. Although we will implement all reasonable measures to protect your Personal Data, we cannot guarantee the security of your data transmitted to us using the Internet – any such transmission is at your own risk and you are responsible for ensuring that any Personal Data that you send to us is sent securely.

#### **(F) The retention period of your Personal Data**

If you are not successful with your application, prior to interview, we will delete your personal data with immediate effect. If you are unsuccessful following an interview, we will retain your Personal Data for 12 months, following the date of your interview. 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,

#### **(G) The rights you have in relation with your Personal Data**

Unless the law otherwise provides, you have the following rights: the right of access; the right to rectification; the right to deletion / the right to be forgotten; the right to restrict the processing; the right to data portability; right to object; the right to withdraw your consent; the right to lodge a complaint with the Information Commissioner's Office the right not to be the subject of a decision based solely on automated processing, including profiling.

For further details please visit section (O) of the Privacy Notice available here:

<https://www.zentiva.co.uk/gdpr>



**You are not the subject of a decision based exclusively on the automatic Processing of your Personal Data, including profiling.**

Except for the right to lodge a complaint with the Information Commissioner's Office as listed above, these rights may be exercised by sending a written request:

- ✓ by e-mail: at [DPO@zentiva.com](mailto:DPO@zentiva.com); and / or to
- ✓ the UK Human Resources Department: [UKGDPR@zentiva.com](mailto:UKGDPR@zentiva.com)

## **(H) The revisions of the Notice**

We regularly review the Notice and we will place any update on this page <https://www.zentiva.co.uk/gdpr> without prior notice, but with a notification of the related revisions by mentioning the review date. We encourage you to periodically review the Notice available on our page <https://www.zentiva.co.uk/gdpr>, in order to be informed of how we process Personal Data.

