

During the recruitment process, Fresenius Kabi collects, processes and retains information about potential job applicants in order to ensure it is able to fulfil its obligations relating to fair recruitment and potential employment with the Company. In undertaking these activities, Fresenius Kabi are committed to maintaining the accuracy, confidentiality and security of your personal information.

1. What is Personal Data?

Personal data refers to any information relating to an identifiable person; who could be identified, either directly or indirectly, by reference to this information.

This information may include a wide range of data; however, personal information does not include that which cannot be associated with or related to an individual either by the information being non-personal, or by anonymization.

Within the definition of personal data, there are specific elements that are also subject to additional protection due to their sensitive nature. These elements are 'special categories of personal data' as defined in Article 9 of the General Data Protection Regulations (GDPR) and include race; ethnic origin; politics; religion; trade union membership; genetics; biometrics; health; sex life; sexual orientation.

2. Personal Data Required for Recruitment and Employment

2.1. What Information is Collected

For prospective employees, the Company will collect data which may include (but may not be limited to):

- Application form/CV, including name, address, contact details, qualifications/work history, etc.
- Interview notes;
- Background screening, including references, right to work in the UK, DBS clearance and details of professional membership;
- Information about your current level of remuneration and benefits;
- Information relating to whether you have a disability for which the Company needs to make reasonable adjustments during the recruitment process.

In most cases above, the information required will be obtained directly from you or a recruitment agency acting on your behalf; however there may be occasion where this will be provided from another source, for example referees or DBS clearance.

This information may be transferred through both paper and electronic systems for the purpose of processing and the relevant security measures have been taken to protect this data, in line with section 4.

2.2. Why This Information is Collected

We are required to process this data in order to take steps at your request both prior to entering into a contract with you; and/or in order to enter into a contract with you.

In order to carry out this activity, there are several legal reasons we may need to process certain types of data, including complying with any legal obligations, pursuing the legitimate interests of either the Company and/or the prospective employee, and on

occasion to protect our legal position in the event of legal proceedings. In the event you are successful in your application, this will also be to comply with the requirements of the employment contract.

In processing this data from job applicants, this allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Special categories of data may also be requested and this may be for the purposes of equality monitoring; or to ensure reasonable adjustments are made where appropriate for candidates who have a disability. This is in the interest of equal opportunities; and to ensure the Company carry out its obligations in relation to the recruitment process.

2.3. What Length of Time Data is Stored

For prospective employees, data collected for the purposes as outlined in this document will be retained for the length of the recruitment process and, if unsuccessful, for a period of 6 months following the application date. If successful, personal data collected during the recruitment process and subsequently will be stored in line with the Employee privacy policy.

This period of time has been determined with consideration to potential requirements for the data following your application for employment. This may include defending claims made to an employment tribunal and/or county/high court.

After this period of time, the information will be confidentially destroyed; unless with your consent we have permission to store your data for consideration for any future potential vacancies.

2.4. When This Information is Disclosed/Shared

During the recruitment process, it will be necessary for your data to be shared with internal parties (outside of the Human Resources department), such as managers with the responsibility in the area of recruitment; or that are involved in the recruitment process.

This data will be transferred confidentially and information relating to equality monitoring will not be shared beyond the Human Resources department.

Aspects of your data may be shared with third parties where it is necessary to carry out background screening or such activities, e.g. the Disclosure and Barring Service.

3. Your Rights

Under the GDPR, you have several rights relating to your personal data and these are outlined below. Depending on the type of data supplied by you and our reason for processing, not all of these rights will apply:

- The right to be informed about the collection/use of your data;
- The right of access to your data/supplementary evidence;
- The right to rectification of your data, i.e. to have this corrected if it is incorrect or completed if incomplete;
- The right to erasure/'be forgotten';
- The right to restrict the processing of your data, whereby the Company will be permitted to store your data but not to use it;

- The right to portability of your data as/when required to be used for other services/purposes at your request (this will be provided in an easily readable format).

Your data can be accessed and updated where required by speaking to the Human Resources department or the Data Protection Officer where applicable.

There may also be occasion where you have a right to object to the use and processing of your personal data. This is applicable where the data is not processed in line with one of the legal bases outlined in section 2.2. For example, dependent on the circumstance, where we are reliant on your consent for the processing of this data, you have the right to withdraw consent at any time.

4. Security/Protection of Personal Data

The Company will ensure that precautions are taken to maintain physical, technological and procedural safeguards appropriate to the sensitivity of the personal data that is stored. These actions are taken to protect your information from loss, misuse, unauthorised access, disclosure, alteration and destruction.

5. Handling Privacy Queries/Concerns

Should you have any queries or concerns relating to the privacy of your personal data; or from receipt of the information outlined in this policy, you can discuss these with the Human Resources department.

Should a discussion with one of the above not satisfy your query/concern, you can contact our Local Data Protection Adviser for Fresenius Kabi and Calea UK and Ireland Businesses and can be contacted on complianceuk@fresenius-kabi.com

The Data Protection Officer for Fresenius Kabi is in the UK and can be contacted at Data.Protection-UK@fresenius-kabi.com.

Should you believe that the Company has not complied with the requirements of GDPR with regards to your personal data, you have the right to lodge a complaint to the Information Commissioners Office (ICO) for UK employees and the Data Protection Commission for ROI employees.