

QuantuMDx Candidate Privacy Notice

At QuantuMDx we understand that protecting your privacy is very important. QuantuMDx respects your privacy and is committed to protecting your personal information.

This notice explains how and why we use your personal information for the purposes of the recruitment process.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are fully aware of how and why we are using your information. This privacy notice supplements the other notices and is not intended to override them.

If you would like further details about how we protect your personal information at QuantuMDx, please email our Compliance Officer at compliance@quantumdx.com or on +44 (0) 870 803 1234 and we'll contact you as soon as possible.

About us

We are QuantuMDx Group Limited, a company registered in England and Wales (Company No. 06523152) with its office at Lugano Building, 57 Melbourne Street, Newcastle upon Tyne, NE1 2JQ.

QuantuMDx has subsidiaries based abroad (QuantuMDx USA and QuantuMDx Asia, based in the USA and Singapore respectively) who may access personal information where required in their business operations and in accordance with this notice.

QuantuMDx Group Limited is the controller and responsible for your personal information. Our Compliance Officer is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Compliance Officer at compliance@quantumdx.com or on +44 (0) 870 803 1234.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

What information we collect and how it is collected

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

In connection with your application for work with us, we may collect, use, store and transfer personal information about you. Including:

- Information you have provided to us in your Curriculum Vitae (CV) and covering letter. Includes information such as: Name, date of birth, gender, home address, email address and telephone number, previous and/or relevant work experience or other experience, education, transcripts and references.
- Information from interviews and phone-screenings you may have, if any.

As the recruitment process progresses we may collect further information some of which may include “Special Categories” of more sensitive personal information. Some examples include

- Candidates racial or ethnic origin or religious or similar information.
- Health records, health screening and health certifications.
- Background checks such as criminal convictions check.
- Right to work in the UK unrestricted (Visa applications).

We will only collect and process these special categories of personal information in accordance with the section below entitled “How we use particularly sensitive information”.

The Personal Information we collect is mainly provided to us by you, particularly throughout the recruitment process, though in some circumstances Personal Information may be collected without your knowledge or consent if required by applicable laws or regulatory requirements. As the recruitment process continues we may collect additional information from third parties including recruitment agencies, former employers, credit reference agencies or other background check agencies. We will advise you of this third party collection at the time.

If you fail to provide certain information when requested, we may not be able to progress your application for work with us.

How we use your information

We will only use your Personal Information when the law allows us to. The Personal Information we collect is used to manage all aspects of your application for work with us, including but not limited to:

- Assessing your skill, qualifications and suitability for work.
- Communicating with you about the recruitment process.

- Determining eligibility for employment, including background checks and the verification of references and qualifications.
- Keeping records in relation to our hiring processes.

In addition to managing your application for work with us, we may use your Personal Information to:

- Comply with applicable laws or regulatory requirements (e.g. employment laws, social security laws).
- Protect the vital interests of the data subject or another natural person.
- Carry out legitimate business purposes where reasonably required to do so. For example we reserve the right to transfer your Personal Information as an asset in regards to any buying or selling of businesses.

We will only use your information for the purpose it was collected, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive information

"Special categories" of particularly sensitive Personal Information require higher levels of protection. We need to have further justification for collecting, storing and using this type of Personal Information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of Personal Information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise rights in connection with employment.
3. Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will use your particularly sensitive Personal Information in the following ways:

- We will use information about your physical or mental health, or disability status, to provide appropriate adjustments during the recruitment process.
- We will use information about your race, national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- We will use information about background checks and visa applications to determine your eligibility for work.

Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such Processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Sharing your information

We may share your Personal Information with our employees, contractors, consultants and other third parties in order to carry out the uses of your information described above. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may also share your Personal Information where you request us to and have provided consent.

We will normally only Process and share Personal Information within the European Economic Area (EEA), although we may Process and share Personal Information with our group companies who are located outside of the EEA in accordance with this notice. If any data needs to be processed or shared outside of the EEA, we will take steps to ensure adequate levels of privacy protection are in place (such as a US organization that is certified under the EU-US Privacy Shield Framework).

Security

We employ reasonable technical and organisational measures to keep Personal Information safe and to prevent loss, misuse and unauthorised access. These measures include encryption, firewalls and password protection. All hardcopy records are stored within locked draws or cabinets. It is, however, your responsibility to ensure that your personal devices (if used during the recruitment process) are adequately secured and protected.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Third parties will only process your Personal Information on our instructions and where they have agreed to treat the Personal Information confidentially and to keep it secure.

Data retention

So far as is possible, we will keep the Personal Information we store about you accurate and up to date. Personal Information that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if you become aware of any inaccuracies in the Personal Information we hold about you.

We will retain your data for as long as is necessary to fulfil the recruitment process, including for the purposes of satisfying any legal, accounting or reporting requirements. With the exception of e-mail copies, generally this will be for a period of 12 months once the role you applied for has been fulfilled. We will then securely destroy your personal information in accordance with our data protection policy and procedures. E-mails copies will usually be retained for 7 years from when we have fulfilled the purposes we collected it for.

If we wish to retain your personal information on file for an extended period of time, on the basis that a further opportunity may arise in the future and we may wish to consider you for that role, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Your rights

We want to ensure you remain in control of your personal information.

At any time you can contact us via compliance@quantumdx.com to:

- Find out what personal information we hold about you
- Ask us to rectify or erase any personal information we hold about you

- Ask us not to use any personal information we collect
- Ask not to be subjected to automated decision making (profiling)
- Object to processing of your personal information
- Ask us to restrict the processing your personal information
- Request a transfer of your personal information
- Withdraw your consent to processing

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

How to contact us

If you want to request any further details about this privacy notice or exercise your data subject rights, please contact us at: compliance@quantumdx.com

You can also contact us via telephone: +44 (0)870 803 1234 or you can write to us at:

Compliance Officer, QuantuMDx, Lugano Building, 57 Melbourne Street, Newcastle upon Tyne, NE1 2JQ.

Changes to this statement

Our candidate privacy notice may be updated from time to time and the latest version will always appear on the QuantuMDx website.

This privacy notice was last updated on 20 June 2018