

Recruitment Privacy Notice

Thank you for applying for a role with TRIMTECH Therapeutics Ltd (the Company).

This notice explains how the Company processes personal data about job applicants. The Company is committed to transparency in how it collects and uses personal data, and to meeting its data protection obligations.

What information does the Company collect?

The Company collects a range of information about you, including:

- your name, address and contact details, including your email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- if you are invited to interview, information about your current remuneration, including benefits;
- information about your entitlement to work in the UK.

The Company may collect this information in several ways. For example, it may be included in CVs, obtained from your passport or other identity documents, or collected during interviews or other assessments.

The Company may also collect personal data about you from third parties, such as references from former employers, employment background check providers and criminal records checks permitted by law. The Company will request information from third parties only after making you a job offer and will inform you before doing so.

Data will be stored in different places, including your application record, a recruitment database and other IT systems, including email.

Why does the Company process personal data?

The Company needs to process personal data to take steps at your request before entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Company must process data to comply with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment begins.

The Company has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing applicants' data enables the Company to manage recruitment, assess and confirm a candidate's suitability for employment and decide whom to offer a role. The Company may also need to process applicants' data to respond to and defend against legal claims.

The Company may process special category data, such as information about ethnic origin, to monitor recruitment statistics. It may also collect information about whether applicants have a disability so that it can make reasonable adjustments for candidates who need them. The Company processes this information to meet its obligations and exercise specific rights in relation to employment.

For some roles, the Company may be required to seek information about criminal convictions and offences. Where it does so, this is because the information is necessary for the Company to meet its obligations and exercise specific rights in relation to employment.

The Company will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for recruitment purposes. This may include members of the HR team, interviewers involved in the process and managers in the business area with the vacancy.

The Company will not share your data with third parties unless your application is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references.

How does the Company protect data?

The Company takes the security of your data seriously. It has internal processes and controls in place to help prevent data from being lost, accidentally destroyed, misused, disclosed or accessed except by employees performing their duties properly.

Where the Company engages third parties to process personal data on its behalf, they do so under written instructions, are subject to a duty of confidentiality and must implement appropriate technical and organisational measures to keep data secure.

For how long does the Company keep data?

If you apply for a specific vacancy and your application is unsuccessful, the Company will keep your data on file for 6 months following the conclusion of the recruitment process and then securely deleted.

You may withdraw your consent for the Company to store or process your data at any time. At the end of the periods outlined above, or once you withdraw your consent, your data will be securely deleted or destroyed in accordance with the Company's legal obligations.

If your application is successful, personal data collected during the recruitment process will be transferred to your HR file and retained during your employment. You will receive a further privacy notice explaining how long your data will be kept.

Your rights

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

- access and obtain a copy of your data on request;
- ask the Company to correct inaccurate or incomplete data;
- ask the Company to delete your data or stop processing it; and
- object to the processing of your data where the Company relies on legitimate interests as the legal basis for processing.

To exercise any of these rights, please contact the Human Resources Department in writing at: recruitment@trimtectx.com

You also have the right to raise concerns with the Information Commissioner's Office, the UK supervisory authority for data protection matters.

What if you do not provide personal data?

You are not under any statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information requested, the Company may not be able to process your application properly, or at all.

The Company reserves the right to update this Recruitment Privacy Notice at any time and may also notify you in other ways from time to time about the processing of your personal data.