**PRIVACY NOTICE – Recruitment Candidates**

**What is the purpose of this document?**

Blueberry Therapeutics is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us. It makes you aware of how and why your personal data will be used, namely for the purposes of a recruitment exercise and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
* Relevant to the purposes we have told you about and limited only to those purposes
* Accurate and kept up to date
* Kept only if necessary, for the purposes we have told you about
* Kept securely

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

* The information you have provided to us in your curriculum vitae (CV) and any covering letter
* The information you have provided on our application form, if applicable, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, training
* Any information you provide to us during an interview
* Information about your right to work in the United Kingdom

We may also collect, store and use the following types of more sensitive personal information:

* Information about your health, including any medical condition, health and sickness records

How is your personal information collected?

We collect personal information about candidates from the following sources:

* You, the candidate.
* Your named referees, from whom we collect the following categories of data:
* Information about your competencies and experience levels
* Information about your character
* We may collect the following data from third parties which is from a publicly accessible source:
* Animal rights checklist

How we will use information about you

We will use the personal information we collect about you to:

* Assess your skills, qualifications, and suitability for the role
* Carry out background and reference checks, where applicable
* Communicate with you about the recruitment process
* Keep records related to our hiring processes
* Comply with legal or regulatory requirements

The legal basis for having this information is that it is in our legitimate interests to decide whether to appoint you to the role as it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract of employment or self-employed contract for services with you.

Having received your CV and any covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to invite you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

 **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

* We will use information about your health status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview

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.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Automated decision-making

Blueberry Therapeutics Ltd does not use any automated decision-making in its recruitment process.

Data sharing - Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application:

Agenda Life Sciences for the purpose of checking for animal rights activism.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

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

Data retention

**How long will you use my information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. 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. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will contact you separately, seeking your explicit consent to retain your personal information for a two year period on that basis.

Rights of access, correction, erasure, and restriction

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

* **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
* **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
* **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
* **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
* **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it
* **Request the transfer** of your personal information to another party

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing: Data Protection Officer, Blueberry Therapeutics Ltd, Mereside, Alderley Park, Macclesfield, Cheshire, SK10 4TG.

Right to withdraw consent

When you applied for this role or forwarded your details, you provided consent to us processing your personal information for the purposes of the recruitment exercise and/or your details to be retained should a suitable vacancy arise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact: Data Protection Officer, Blueberry Therapeutics Ltd, Mereside, Alderley Park, Macclesfield, Cheshire, SK10 4TG. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO: Data Protection Officer, Blueberry Therapeutics Ltd, Mereside, Alderley Park, Macclesfield, Cheshire, SK10 4TG. 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.

**Version History**

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| **Effective Date** | **Number and Title** | **Version** | **Summary of Changes** |
| 12 January 2021 | Privacy Notice - Recruitment | V1.0 | N/A |