



## Job Applicant Privacy Notice

This Privacy Notice explains how we, Opto Biosystems (Opto), collect, use, disclose, and process your personal data as a job applicant, in compliance with the General Data Protection Regulation (GDPR) and applicable UK data protection laws. Please read this notice carefully to understand how we handle your personal data.

### 1. Data Controller

Opto is the data controller responsible for processing your personal data. If you have any questions regarding the processing of your personal data, please contact our Data Protection Officer at [hello@opto.bio](mailto:hello@opto.bio).

### 2. Personal Data Collection

We collect and process the following categories of personal data about you:

- Personal details (e.g., name, contact details, date of birth)
- Professional information (e.g., CV/resume, cover letter, employment history, qualifications)
- References and recommendations
- Interview notes and assessment results
- Contact details of referees

### 3. Purposes of Processing

We process your personal data for the following purposes:

- To evaluate your job application and suitability for the position applied for
- To communicate with you throughout the recruitment process
- To conduct interviews and assessments
- To verify the accuracy of the information provided
- To carry out background checks where applicable and in compliance with legal requirements
- To manage and maintain a recruitment database

### 4. Legal Basis for Processing

Our processing of your personal data is based on the necessity to take steps at your request prior to entering into an employment contract. Additionally, processing may be necessary for our legitimate interests, such as assessing your qualifications and suitability for the position.

### 5. Data Retention

Your personal data will be retained for as long as necessary to fulfill the purposes outlined in this notice. If your application is unsuccessful, we will retain your data for a maximum of 6 months after the end of the recruitment process, unless you provide consent for us to keep your data for future opportunities. We may store de-identified data for ongoing EDI metrics and benchmarking.

### 6. Data Sharing

Your personal data may be shared with:

Members of our recruitment team

Third-party service providers assisting with recruitment processes

Background check providers

Legal or regulatory authorities, where required by law

### 7. International Transfers

Your personal data may be transferred to countries outside the European Economic Area (EEA) if our service providers or other recipients are located there. In such cases, we ensure appropriate safeguards are in place to protect your data.

## **8. Your Rights**

You have certain rights under the GDPR, including the right to access, rectify, erase, restrict processing, and object to processing of your personal data. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

## **9. Contact Details**

For any questions or requests regarding your personal data, or to exercise your rights, please contact our Data Protection Officer at [hello@opto.bio](mailto:hello@opto.bio).

By submitting your application, you acknowledge that you have read and understood this Privacy Notice and consent to the processing of your personal data as described herein.

08 August 2023

Opto Biosystems

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UK Company registration number: 13985423