

## Privacy Policy

The General Data Protection Regulation (EU) 2016/679 (herein after "the Regulation") applies to the processing of personal data carried out in the process of selection and recruitment of staff at EastHORN Clinical Services.

Further to the Articles 1 to 34 of the General Data Protection Regulation (GDPR), EastHORN Clinical Services provides the data subjects with the following information:

- The controller is EastHORN Clinical Services  
Human Resources Unit  
Email: [careers@easthorn.eu](mailto:careers@easthorn.eu)
- The purpose of collecting and processing the personal data is to:
  - screen candidates and judge their suitability to progress to interview;
  - assess suitability for employment for the role for which the candidate is applying, as well as future roles that may become available;
  - perform administrative functions (e.g. to reimburse the candidate for interview-related expenses etc.);
  - perform analysis of our applicant pool in order to better understand who is applying to our positions and how to attract top talents.
- The categories of data collected and used for the recruitment purposes are:
  - administrative data (names and contact details of the Job Applicants);
  - academic and professional data (curriculum vitae (CV) and cover letter of the Job Applicants)
  - social and professional profiles;
  - data generated by interviewers and recruiters, based on their interactions with the candidate or basic Internet searches;
  - data provided by third-party placement firms, recruiters, or job-search websites, where applicable;
  - recommendations provided on candidate's behalf by others.
- Candidate's Consent to use their application data – When applying to EastHORN, Candidates are required to add the following consent statement at the beginning of their CV:

***I hereby agree to the processing of personal data included in my job application, for the purposes of the recruitment process, according to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, unified text published in the Official Journal of the European Union of 4 May 2016.***
- EastHORN collects candidates' applications through:
  - Job announcements on company's website (Careers section on [www.easthorn.eu](http://www.easthorn.eu));
  - Job announcements on job searching websites/ platforms;

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- Internal company job announcements;
  - From conversations with recruiters and interviews with hiring managers and other EastHORN personnel or representatives, as well as from Internet searches that these individuals may perform, or data that they may obtain from job search or professional networking websites (e.g. monster.com, LinkedIn, etc.) where the candidate may have made data about themselves publicly available;
  - From third-party recruiters, staffing companies, or websites where the candidate is introduced to EastHORN;
  - From background checks, as applicable. Where permitted by law, EastHORN may contract with a third party to perform a pre-employment background screening. The content of background check information varies by country to comply with local requirements, but may include information gathered from publicly available sources, your former employers or colleagues, schools the candidate have attended, credit reporting agencies, and criminal records databases. These types of information will be collected only with the candidate's prior consent, and the candidate will receive more information about the nature of such a background check before it begins. Where required by applicable local law, the candidate may be asked to provide certain background check information, (which may include sensitive data) directly to EastHORN.
- The collected documents are in the form of Word or PDF format or printed documents;
  - We store data on our careers@easthorn.eu email address and on company servers, both of which are subject to security protection under the company's requirements and GDPR;
  - The recipients of the data: In general, access to candidate's personal data will be restricted to minimise the number of people in EastHORN global organisation who need it in order to evaluate your application for employment, perform functions supporting our Recruiting and Talent Management functions, or to whom we are compelled to provide it by applicable law:
    - Recruiters (HR staff) working with the country where the position the candidate is applying for is based. Such individuals may be based in a different country;
    - Hiring managers and other interviewers. Often these individuals will be based in the country where the position is based, but in some cases, they may be located in other countries;
    - Individuals performing administrative and IT support functions;
    - The Management Board.

Where the candidate's personal data are transferred to a country other than the one in which the candidate resides, please be advised that such non-EU countries may not have the same legal protections for personal data as the candidate's home country. EastHORN will, however, follow its internal global privacy policy in such cases.

- Protection of Personal data - EastHORN employs organisational, technical, and physical security measures in order to protect candidate's personal data from loss or misuse. Where we contract with third-party suppliers to provide services that may enable them to access candidate's personal data we require them by contract to have similar security controls in place.

#### EH Privacy Policy

- How long will EastHORN retain candidate's personal data? If the candidate is given and accepts an offer of employment by EastHORN, personal data collected during the candidate's pre-employment period will become part of the candidate's EastHORN personnel records, to be retained throughout and for a period after the candidate's employment with EastHORN (specific periods vary by country). If EastHORN does not employ the candidate, EastHORN may nevertheless continue to retain and use personal data collected during the recruitment process for 10 years in order to consider you for new positions, and, if appropriate, to refer back to an earlier application if you submit a resume or other information to EastHORN again in the future, as well as for system administration, to perform research and analysis.
- Applicants have the right the access and the right to rectify the data concerning them by contacting the person designated as being responsible for the processing operation on [careers@easthorn.eu](mailto:careers@easthorn.eu). The right of rectification can only apply to factual data processed within the selection procedure. In addition, data related to the admissibility criteria cannot be rectified after the closing date of submitting applications.
- Candidates have the right to be "forgotten" or to withdraw consent. They may express their wish to have their data deleted or withdraw consent via the email address [data.protection@easthorn.eu](mailto:data.protection@easthorn.eu). The request will be actioned and confirmed by the HR team within a month of receiving the email.