

**INFORMATION NOTICE TO JOB APPLICANTS**

**Section 1 – Identity and contact details of controller**

According to the relevant data protection law, your personal data will be processed by:  
York Bioanalytical Solutions Limited

**Section 2 – Purposes of the processing and legal basis**

Your personal data will be processed for the following purposes and in accordance with the legal basis as set out below:

Purposes	Legal basis
Have a pool of potential candidates	Legitimate interest of Unilabs to evaluate skills and ability of a candidate for the proposed job and the need to take the necessary measures prior to the conclusion of the employment contract
Establish suitability for the position	

**Section 3 – Profiling**

Not applicable – no profiling

**Section 4 – Indirect collection of data**

Your personal data will also be indirectly collected from different sources:

Categories of personal data indirectly collected	Non-publicly accessible source
Identification data	Recruitment agencies, former employer
Personal data relating to your professional life	

**Section 5 – Categories of recipients of the personal data**

Your personal data will be shared within York Bioanalytical Solutions Limited, the Unilabs Group, including other Unilabs companies, with authorised managers and Human Resources departments.

## **Section 6 – Data retention period**

In accordance with applicable data protection law, your data is retained for the duration of the recruitment process.

At the end of the process,

- if you are signing a contract with Unilabs your data will be retained during for the duration of the contract and 10 years after its end ;
- if you are not signing a contract with Unilabs and if Unilabs is judging that your profile can be of interest for future open positions, your data will be retained during 1 year.

## **Section 7 – Transfer of personal data**

Due to the international dimension of the Unilabs Group, your personal data will be transferred outside of the European Union to the headquarters in Switzerland, which is a country recognised by the European Commission as ensuring an adequate level of protection.

## **Section 8 – Data subjects rights**

In relation to your personal data, you have the following rights:

- A right of access that you may exercise by asking a copy of your personal data;
- A right to correct your personal data if they are inaccurate or incomplete and a right to obtain the restriction of the processing of your personal data;
- A right to erase your personal data, in cases where your personal data are processed on the basis of your consent, the performance of a contract to which you are party and our legitimate interests;
- A right to data portability, in cases where your personal data are processed on the basis of your consent and/or the performance of a contract to which you are party;
- A right to object, on grounds relating to your particular situation, to the processing of your personal data in cases where your personal data are processed on the basis of our legitimate interests.

## **Section 9 – Means of exercising**

These rights can be exercised by sending an e-mail at the following address: [dpo@unilabs.com](mailto:dpo@unilabs.com)

## **Section 10 – Right to lodge a complaint with DPA**

You have also the right to lodge a complaint with a Data Protection Authority, either in the Member State of your habitual residence, place of work or place of an alleged infringement of the GDPR.

## **Section 11 – Contact details of the Data Protection Officer**

[dpo@unilabs.com](mailto:dpo@unilabs.com)