

**PRIVACY NOTICE FOR JOB APPLICANTS**

Dated 6 January 2020

Shionogi B.V. (“**Shionogi**”) is the European Headquarters of Shionogi & Co., Ltd. - a 140 year old global research-driven pharmaceutical company, headquartered in Osaka, Japan.

Your trust is important to us and Shionogi is committed to protecting your personal data. This privacy notice describes how we collect, use and protect the personal data we collect about you when you make a job application, in accordance with the General Data Protection Regulation (GDPR) and other ancillary data protection laws. This notice does not form part of any contract of employment or other contract for services, nor does the provision of it imply the offer of any employment or contract for services.

We have a separate privacy notice that applies to our current and former employees.

References in this notice to “employment” includes any arrangement that we may have under which an individual provides us with work or services.

We may update this notice at any time. Changes to this privacy notice will be communicated through this website and therefore, we encourage you to check it for amendments throughout the application process.

Further details, including details of your rights in respect of your personal data, are set out in our Privacy Policy on our website at <http://www.shionogi.eu/pages/privacy-policy/>. The key points are summarised below.

<b>Name of data controller</b>	Shionogi B.V. When we refer to “we” or “us” or “the company” in this privacy notice, this is a reference to Shionogi B.V.
<b>Our contact details</b>	<b>Registered office:</b> Kingsfordweg 151, 1043GR, Amsterdam, Netherlands <b>Email:</b> dataprotectionlead@shionogi.eu <b>Phone:</b> +44 (0)20 3053 4200 <b>Website:</b> <a href="http://www.shionogi.eu">http://www.shionogi.eu</a>
<b>Categories of personal data we hold about you</b>	<b>1. General categories of personal data</b> In order to process and consider your job application we collect personal data directly from you or sometimes from an employment agency, former employer, background check agency or credit reference agency. We may collect and process any, or all, of the following categories of personal data: <b>Identity and contact data:</b> such as full name, title, addresses, phone numbers, personal email address, DOB, gender, social security or national insurance number, citizenship, marital or civil partnership status, domestic partners, dependants, next of kin and emergency contact information, doctor’s details, copy of driver’s licence and passport. <b>Professional qualifications:</b> such as education history, professional qualifications and certifications, special skills (e.g. drivers licence), language skills, publications, awards, professional memberships of societies, committees and affiliations. <b>Recruitment data:</b> such as right to work documentation, references, interview notes, selection and verification records, compensation history, other information included in a CV or cover letter as part of job application process, including work history, primary work location, working hours, photograph, holiday and family-related leave records, retirement eligibility, training records and development needs, performance management data such as feedback, appraisals, outputs from talent programs, formal and informal performance management processes, disciplinary and grievance information. <b>Remuneration and benefits data:</b> such as payments and benefits information (including base salary, bonus, long term incentives, annual leave entitlements, pension contributions, car allowance, share options, salary reviews). <b>Financial data:</b> such as bank account details, payroll records and tax status information.

	<p><b>2. Special categories of personal data</b></p> <p><b>Health data:</b> such as information about any medical condition or allergy (including details of any medication you take), disability status, health and sickness records (including where you leave employment for reasons relating to your health, injury or disability, and information about that condition needed for pensions and permanent health insurance purposes); details of absences (other than holidays), including time on statutory paternal leave and sick leave; and we record sick days and reasons, or workplace amendments due to health reasons. We also collect ethnicity and other equality and inclusion information.</p>
<p><b>Purposes and legal basis for processing your personal data</b></p>	<p>We process the categories of personal data, set out above for the purpose of administering, reviewing and managing your application for a job, to determine your eligibility for the role that you have applied for, to carry out background checks as part of your application, to manage the interview process, to communicate with you about future job opportunities, to comply with the law and our obligations and to communicate with you. We also use personal data to comply with requests from regulators, courts, law enforcement authorities, data protection supervisory authorities, government investigators and to prevent fraud and corruption.</p> <p>When we process your personal data for these purposes, we rely on the following legal bases:</p> <ul style="list-style-type: none"> <li>• Compliance with legal obligations to which the company is subject to in relation to employment law and other legal or regulatory requirements.</li> <li>• Legitimate interests of the company in order for us to get to know candidates, to ensure that job applicants are appropriately qualified for positions within the company, administration of our online applicant tracking system, identifying and evaluating candidates, record keeping in relation to recruiting and hiring and protecting our legal rights to the extent permitted by applicable law, amongst others.</li> <li>• Entering into a contract with you (if an offer of employment is made to you).</li> </ul> <p>Information about your nationality, racial and ethnic origin, gender, sexual orientation, religion, disability and age may be collected and aggregated as part of diversity monitoring initiatives. When we process this information the legal basis that we rely on is either your explicit consent or legitimate interests.</p>
<p><b>Automated decisions</b></p>	<p>We may use automated decision making within our processes in order to progress applications that you make to us.</p>
<p><b>Who we may share your personal data with</b></p>	<p>For the purposes set out above, your personal data will be shared as follows:</p> <ul style="list-style-type: none"> <li>• Your personal data will be reviewed internally by members of the Shionogi People Team and recruitment managers as well as other individuals who may be part of the decision making process regarding your application.</li> <li>• individuals carrying out administrative functions and IT personnel within the company may also have a limited access to your personal data to carry out their jobs.</li> <li>• Shionogi group companies in other parts of the world, including in the country where the job that you are applying for is located, or principally located.</li> </ul>

	<ul style="list-style-type: none"><li>• certain third party service providers who carry out our instructions in relation to job applications and recruitment. (e.g. recruiters, interviewers and agencies, third party processors and suppliers, companies hosting databases, providing us with website hosting and professional services and other information technology services, as well as professional advisors such as lawyers, accountants, tax advisors, auditors). We use an applicant tracking system to manage job applications, this system stores your personal data when you have made an application to enable us to consider your application. Third party service providers are under contractual conditions to handle your personal data appropriately.</li><li>• regulatory or governmental bodies, or upon court order</li><li>• third parties in relation to our business sale or reorganisation.</li><li>• any other person with your consent.</li></ul>
<b>Location of your personal data</b>	Personal data (including Special Category Personal Data) may be processed, accessed and stored in a country outside the country where you are located. If we transfer your personal data to Shionogi group companies or third party providers outside the EEA, we will take appropriate measures to protect it and comply with applicable laws, this may including entering into standard contractual clauses and/or data processing agreements that require third parties to protect and secure your personal data.
<b>How long we will keep your personal data</b>	<p>If your application is unsuccessful, we will retain your personal data for two years in order to satisfy any legal, accounting or reporting requirements.</p> <p>If you are successful in your application, the personal data that you provided will be transferred to your HR file.</p> <p>If you register to receive job alerts from us, we will retain your data for two years and you may receive notifications of new opportunities that match your profile and interests. You can opt-out of receiving these updates at any time by contacting us at <a href="mailto:dataprotectionlead@shionogi.eu">dataprotectionlead@shionogi.eu</a>.</p>
<b>Your rights in respect of your personal data</b>	You have the right to access your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability. To exercise your rights, see the “How to contact us” section below. For more detail see our Privacy Policy at <a href="http://www.shionogi.eu/pages/privacy-policy/">http://www.shionogi.eu/pages/privacy-policy/</a> .
<b>Your right to withdraw consent</b>	In the limited circumstances where you have given your consent to us processing your personal data for a specific purpose, you can withdraw it for that specific processing at any time by contacting our Data Protection Lead (details below). If you do withdraw your consent, it will not affect the lawfulness of any processing for which we had consent prior to you withdrawing it.
<b>Complaints and How to Contact Us</b>	If you are concerned about how we are handling your personal data, have questions, or want to exercise your privacy rights, please email our Data Protection Lead at <a href="mailto:dataprotectionlead@shionogi.eu">dataprotectionlead@shionogi.eu</a> . If you want to write to us, please use the following address: 33 Kingsway, London, WC2B 6UF, UK and mark the correspondence to the attention of the Data Protection Lead. You can also make a complaint to the Information Commissioner’s Office at <a href="http://www.ico.org.uk">www.ico.org.uk</a> .