

## **EMPLOYEE PRIVACY NOTICE**

This Privacy Notice is designed to help you understand everything you need to know about the what, why and how's of our data gathering and processing operations, and what your legal rights are.

Please take the time to read this document. We will keep you informed if there are any changes to the way we process your personal data in the future, before making them.

As a Data Controller, Isogenica is responsible for deciding how it holds and uses personal information about you. Isogenica takes its responsibilities to protecting your data very seriously. To help us to do this we have appointed an external Data Protection Officer (DPO) from the Ametros Group (see end of document for contact details) - to oversee compliance with this privacy notice. If there is anything in this policy you do not understand or if you want to ask any questions, please feel free to contact either Emma Sceats, CEO or our DPO.

### **Who are we?**

We are Isogenica Ltd, a UK limited company registered in England and Wales at The Mansion House, Chesterford Research Park, Little Chesterford, Essex, CB10 1XL, 01799 533 680, company registration number 3571781.

In this document Isogenica and the DPO will sometimes be referred to as "we".

### **General Data protection principles**

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must 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 as long as necessary for the purposes we have told you about.
- Kept securely.

### **What kind of personal data might we ask you to provide?**

Isogenica will only ever ask for personal data if it is required for a specific purpose. The kinds of personal data and processing activities may include the following categories :

- Contact details, such as address, telephone number and email address, etc.;
- Financial information, such as salary, bank account details, corporate credit card usage, employment benefits, etc;
- Recruitment information, such as CV's, application forms and any other information obtained or provided during the recruitment process.
- Right to work in the UK, such as copies of your passport / visa.

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#### **Isogenica Limited**



- Career information, such as appraisals or performance reviews, disciplinary records, details of skills and experience, absence records, etc; and
- Information about your use of Isogenica's assets, such as computers and phone, etc. (where permitted to be collected by local law).

It is important that the personal information we hold about you is accurate and current. Please keep us informed of any changes to your personal information during your time working for Isogenica.

### **Change of Purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Why do we collect personal data?**

We will use personal data firstly to fulfil any contractual obligations that exist between Isogenica and yourself; where we request personal data be provided to meet the terms of any such contract you will be required to provide the relevant personal data or we will not be able to enter into such a contract. In such cases the lawful basis of us processing the personal data is that it is necessary for the performance of a contract.

We may also process your personal data in accordance with our legitimate business interests; this is on the considered measure that we need the personal data to achieve the various purposes and that it could be reasonable for an individual to expect their data to be used for those purposes.

Our data processing activities conducted on the lawful basis of 'legitimate interests' are:

- To investigate any insurance claims, claims of unfair dismissal, claims of any kind of harassment or of discrimination, or any other claim whereby the organisation may have to defend itself

We may also process your personal data in order for Isogenica to comply with our various legal obligations; this might include:

- Providing for financial commitments between us and yourself, or to relevant financial authorities
- Cooperating with relevant authorities for reporting criminal activity, or to detect and prevent fraud

### **Where did we obtain your personal data?**

We collect personal information either directly from you, or sometimes from an employment agency or background check provider during the recruitment process.

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#### **Isogenica Limited**

The Mansion, Chesterford Research Park  
Little Chesterford, Essex, CB10 1XL, UK  
Tel +44(0)1799 533680

Registered in England No. 3571781  
VAT No. GB 125 4384 23

### **Who might we share your information with?**

In order to achieve the above stated purposes for which we process your personal data, we may need to share your personal data with various third-party service providers who act as data processors.

We may also share your personal data with third party organisations acting as data controllers or with specific individuals, groups or other organisations who act as neither data controllers nor data processors, but only where we are either legally required to do so by law or where doing so is necessary to achieve the intended stated purpose of processing the data. We require third parties to respect the security of your data and to treat it in accordance with the law. All our third-party service providers are required to be GDPR compliant.

In the event that we sell or reorganise our business, or if otherwise required by law or by an authorised regulator, we may transfer your personal data as a part of the general business data to the relevant parties.

### **Where is my data going to be stored?**

Isogenica as a part of its standard business practices may be required to transfer your personal data to countries outside the European Union (EU), or to organisations who intend to transfer the data outside the EU. Where such transfers of data take place, we shall ensure that at least one of the following control measures are in place:

- The data transfer is necessary in order to fulfil a contract between the data controller and you, or to satisfy pre-contractual requirements that have been requested by you
- Contracts are in place between the parties involved that ensure the recipient organisation has a suitable standard of data protection in place.

### **How long will we keep your data for?**

We will keep your personal data only for as long as required in order to achieve the purposes for which it was gathered, in line with this privacy notice.

For determining when personal data should be erased we shall take into consideration the amount of and sensitivity of the personal data we have, the amount of harm that could be caused by a data breach, the benefits of the purposes the data is being used for and any legal requirements that we are bound to.

You may request that we erase your personal data at anytime, though in cases where there is a remaining relevant or legal reason why we are required to keep the data we may opt to restrict the amount of processing being conducted to what is absolute necessary in line with your legal rights in order to minimise the impact the processing will have.

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## **Your Rights, Our Responsibility**

There are several rights granted to you immediately upon providing us with your personal information, detailed below. Isogenica takes your rights seriously and will always conduct ourselves in a way that is considerate of our responsibility to serve your legal rights.

- **You have the Right of Access**

You have the right to submit a data subject access request (DSAR) in order to confirm what personal data of yours is being held, whether or not your personal data is being processed, and to be provided with relevant details what of those processing operations are.

If you would like access to the personal data that we have about you, we ask that you contact us in writing at Isogenica or the DPO using any of the contact details below. Isogenica commits to responding to all DSAR requests within 20 working days.

- **The Right to Rectification**

If you notice that the data we have about you is inaccurate or incomplete, you may request we rectify the mistake. We will make every effort to respond to requests of this type immediately.

- **The Right to Objection**

The right to object is a basic freedom all democracies enjoy. If you wish to object to the way we use, or have used, your personal data you may do so freely.

- **The Right to Portability**

This is a legal right afforded to you that states we must pass on all of the details you have provided to us in a machine-readable format, either to your or to another provider of your choosing.

- **The Right to Complain**

We will always try to maintain the highest standards and encourage the confidence our employees have in us as an organisation. In order that we can achieve this we do request that any complaints be first brought to our attention so we can properly investigate matters; if however you would like to complain about Isogenica to a supervisory authority you may do so by contacting the Information Commissioners Office on 0303 123 1113, or anyone of the other reporting methods listed on their website - <https://ico.org.uk/concerns>

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## CONTACT DETAILS

### Our Data Protection Officer:

Jamie Richards  
Ametros Group  
Lakeside Offices  
Thorn Business Park  
Hereford  
HR2 6JT  
T: 03302232246  
Email: [DPO@Ametrosgroup.com](mailto:DPO@Ametrosgroup.com)

### Isogenica Ltd contact details:

If you wish to get in touch with Isogenica please do so with any of the following contact details:

Isogenica Ltd  
The Mansion  
Chesterford Research Park  
Little Chesterford  
Essex  
CB10 1XL UK  
T: +44 1799 533680  
Email: [info@isogenica.com](mailto:info@isogenica.com)

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