

Dentex Recruitment Privacy Notice

Introduction

Welcome to Dentex Healthcare Group Limited's ("Dentex") recruitment privacy notice.

As part of our recruitment process, Dentex collects and processes personal data relating to job applicants. Dentex respects your privacy and is committed to protecting your personal data. This privacy notice contains information about how we look after your personal data when you apply to work for us, your privacy rights and how the law protects you.

1. Important information and who we are

1.2 What is the purpose of this document?

Dentex (collectively referred to as "we", "us" or "our" in this privacy notice) is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You have been referred to this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). This privacy notice provides you with certain information that must be provided under the UK General Data Protection Regulation ("UK GDPR").

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out in paragraph 1.4 below.

1.3 Data protection principles

We will comply with data protection law and principles, which means that your data will 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.; and
- Kept securely.

1.4 Contact details

Full name of legal entity: Dentex Healthcare Group Limited

Email address: talent@dentex.health

Postal address: 65 Curzon Street, London, W1J 8PE

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). Please

contact us in the first instance as we would appreciate the chance to deal with your concerns before you approach the ICO.

1.5 Changes to the privacy notice and your duty to inform us of changes

We keep this privacy notice under regular review. This version was last updated in October 2021.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

In connection with your application to work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae;
- The information you have provided on our application form (if applicable), including name, title, address, telephone number, personal email address, employment history and qualifications;
- Information about your current employment, including current salary and notice period;
- Any information you provide to us during an interview; and
- Information about criminal convictions and offences.

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly.

3. How is your personal data collected?

We collect personal information about candidates from the following sources:

- You, the candidate;
- Recruitment agencies, from which we collect your name and curriculum vitae; and
- Background check provider, from which we collect information about criminal convictions and offences and references from your named referees.

If you wish to obtain any further information about third party sources from which we collect personal information, please contact us at talent@dentex.health.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role and our business;
- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;
- Keep records related to our hiring processes; and
- Comply with legal or regulatory requirements.

Having received your application, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether to invite you for an interview. We will then use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then carry out relevant background checks before confirming your appointment.

It is in our legitimate interests to decide whether to appoint you to the relevant role since it would be beneficial to our business to appoint someone to that role.

Disclosures of your personal data

We will only share your personal data with the following third parties for the purposes of processing your application:

- ITS Software Systems Ltd – provider of our recruitment software platform;
- Equiniti Group plc – background check providers (for UK applicants); and
- Disclosure Scotland – criminal record checks (for Scottish applicants).

The above third parties may change from time to time. This privacy notice will be updated on an annual basis. If you require any further information, please contact us at talent@dentex.health.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. Third parties are only permitted to process your personal data for specified purposes and in accordance with our instructions.

5. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

6. Data retention

6.2 How long will you use my personal data for?

If your application is successful, we will retain your personal information for a period of 7 years following expiry or termination of your contract with Dentex. This is subject to our Dentex Staff Privacy Notice, which we will provide to you on commencement of your contractual relationship with us, if your application is successful.

If your application is unsuccessful, we will retain your personal information for a period of 12 months from submission of your application. We retain your personal information for that period so that we can show that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

After the applicable retention period, we will securely destroy your personal information in accordance with applicable laws and regulations. In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your consent to retain your personal information for a fixed period on that basis.

7. Your legal rights

Under certain circumstances, by law you have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below). Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to

establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

If you wish to exercise any of the rights set out above, please contact us at talent@dentex.health