

Employee Consent and Privacy Policy

Fluorogenics LTD takes the privacy and security of your personal data very seriously.

1. As your employer, the Company needs to keep and process information about you for normal employment purposes. We may update this notice at any time and we may provide you with an additional privacy notice from time to time. The information we hold and process will be used for our management and administrative use only. We will store and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

2. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

3. As a company pursuing Lyophilised Molecular Reagents activities, we may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, for administrative purposes or reporting potential crimes. We will never willingly process your data where these interests are overridden by your own interests. We aim to process your personal data lawfully, fairly and in a transparent way. Our commitment to you as a data subject includes the following:

- To collect your personal data only for valid purposes that we have advised you about and to not use your personal data in any way that is incompatible with those purposes (unless we have notified you and explained the lawful ground that allows us to do so)
- To only process your personal data to the extent necessary for the purposes we have advised you about
- To keep your personal data accurate and kept up to date
- To keep your personal data only as long as necessary for the purposes we have told you about
- To keep your personal data secure

Most of the information we hold will have been provided by you. However, some may come from other internal sources, such as managers or in some cases, external sources, such as referees.



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- We will collect, store, and use the following categories of personal data about you:
- Personal contact details such as name, title, date of birth, gender, addresses, telephone numbers and personal email addresses
- Marital status and dependents
- Next of kin and emergency contact information
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information, national insurance number
- Location of employment or workplace and start date
- Copy of driving license/passport
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Details of your existing and previous salary
- Performance information and disciplinary and grievance information
- CCTV footage and other information obtained through electronic means such as electronic key card records
- Information about your use of our information and communications systems
- Photographs/ID passes

PURPOSES FOR WHICH WE PROCESS YOUR PERSONAL DATA

- We will process your personal data for the following purposes:
- Making a decision about your recruitment or appointment
- Payroll and deducting employee's National Insurance and tax
- Providing certain benefits to you
- Liaising with your pension provider
- Administering your contract
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance and determining performance requirements
- Making decisions about salary reviews and compensation
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Making decisions about your continued employment or engagement
- Making arrangements for the termination of our working relationship
- Education, training and development requirements



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- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations
- Preventing fraud
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution
- To conduct data analytics studies to review and better understand employee retention and attrition rates
- Equal opportunities monitoring

4. The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary, information needed for payroll, benefits and expenses purposes, contact and emergency contact details, records of holiday, sickness and other absence, information needed for equal opportunities monitoring policy and records relating to your career history, such as training records, appraisals, other performance measures and where appropriate, disciplinary and grievance records.

5. Inevitably, you will, of course be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company.

6. Where necessary, we may keep information relating to your health that could include reasons for absence and GP reports and notes. This information will be used in order to comply with our company health and safety and occupational health obligations, to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay.

7. Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

8. In addition, we monitor computer (and telephone/mobile telephone) use, as detailed in our Information Security Policy, available (in the company handbook/on the intranet). We



also keep records of your hours of work by way of our clocking on and off system, as detailed in the company handbook/intranet.

9. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to Sandra Silk Bookkeeping & Business Services Ltd, pension or health insurance schemes.

10. We may transfer information about you to other group companies for purposes connected with your employment or the management of the company's business.

11. In limited and necessary circumstances, your information may be transferred outside of the EEA or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards to ensure the security of your data.

12. We do use automated decision making (including profiling) in limited circumstances.

13. Your personal data will be stored for a period of 7 years.

14. If in the future we intend to process your personal data for a purpose other than that which it was collected for, we will provide you with information on that purpose and any other relevant information.

Your Rights

Under the General Data Protection Regulation (GDPR), you have a number of rights with regard to your personal data:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below)
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation that makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it



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- Request the transfer of your personal information to another party

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Martin Lee in writing.

You will not have to pay a fee to access your personal data or to exercise any of the other rights under data protection laws. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You have the right to lodge a complaint with the Information Commissioner's Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Data Controller at info@fluorogenics.co.uk

Or you can write to this the data controller using the address of Porton Science Park
Bybrook Road, Salisbury SP4 OBF

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