

# Data Privacy Statement

## Recruitment

This statement relates to personal information we collect and use when you seek employment with us and gives you more detail about what we do with it. It also lets you know your rights.

### 1. INTRODUCTION

Thank you for interest in joining Myonex. As part of your application (whether made directly or through someone else, like a recruitment agency) you have provided us with personal information so we can consider you for employment. This personal information can include your:

- (i) name, address, contact details and photograph;
- (ii) age, date of birth and place of birth;
- (iii) nationality and marital status;
- (iv) employment history (such as employers, dates of employment, duties, achievements, and reasons for leaving);
- (v) education history (such as places of education, education level and attainment);
- (vi) personal interests and activities, personal achievements, and actual or expected levels of remuneration; and
- (vii) documentation confirming identity (such as driver's licence, passport), address, residency status in the UK, and qualifications and certifications.

We collect and use this personal information to consider your application to work with us effectively, lawfully, and fairly. This means using your personal information to:

- (i) comply with our legal obligations in considering your application;
- (ii) subject always to your rights, pursue Myonex's legitimate interests in selecting and appointing the most suitable candidates for employment; and
- (iii) protect our legal position.

**This statement relates to personal information Myonex Limited, Myonex LLC and their affiliates collects and processes as the data controller during the recruitment process gives you more detail about what we do with it. It also lets you know your rights.**

### 2. HOW WE USE YOUR PERSONAL INFORMATION

We only use your personal information to consider you for a position with Myonex and, if you are successful, offering you employment.

#### 2.1 Meeting our legal obligations

Myonex has legal obligations to consider your application fairly and without discrimination. We use your personal information where necessary for ensuring these and our other legal obligations are met.

#### 2.2 Myonex's legitimate interests

The personal information provided as part of your application is used in our legitimate interests to ensure we select the most suitable candidate(s) for employment.

#### 2.3 Protecting our legal position

We will also use your personal information in our legitimate interest to exercise, establish or defend legal or other claims connected with your application and our recruitment process.

### 3. PERSONAL DATA NOT OBTAINED FROM YOU

Information relating to you coming from third parties is also treated as personal information. Your personal information may have been provided to us by: (i) a recruitment agency or other recruitment service provider; or (ii) a referee you have provided to us.

#### **4. PERSONAL INFORMATION RELATING TO YOUR HEALTH**

We may occasionally ask for information relating to your health as part of our recruitment process. We only do this when it is necessary to

- (i) carry out our legal obligations, or exercise our rights as a prospective employer; or
- (ii) protect our legal position.

#### **5. WHO ELSE RECEIVES YOUR PERSONAL INFORMATION**

We will share your personal information with the third parties detailed below, and other companies in the Myonex Group, but only for the purposes we have described.

##### **5.1 Governmental authorities**

We may provide any of your personal information to relevant authorities, such as the police or HM Revenue & Customs, where necessary to discharge any legal obligations we have or where it is in our legitimate interests to do so, for example to exercise or defend Myonex's legal rights.

##### **5.2 Information technology and systems**

We use information technology and software providers to support our activities. These providers can only use the personal information we share to provide their services to us.

##### **5.3 Recruitment advisers and service providers**

We engage a range of third parties to provide recruitment services and professional advice. We may provide personal information to these service providers or advisers so they can provide their services or advice. These third parties include recruitment agencies, web-based recruitment services, and professional services firms (like law firms, accountancy firms, and insurance brokers).

##### **5.4 Referees**

Your personal information may be shared with third parties for the purposes of seeking references in accordance with your written and verified instructions.

#### **6. TRANSFERRING YOUR PERSONAL INFORMATION TO OTHER COUNTRIES**

Our information technology and systems providers may be based outside of the UK and Europe, meaning your personal information may be transferred to other countries, including the United States and India. Where this happens, the transfer is, where relevant, subject to safeguards we have implemented to ensure it is protected in accordance with the requirements of data protection law. We can provide further details of how these transfers are protected on request.

#### **7. HOW LONG DO WE KEEP THIS PERSONAL INFORMATION?**

Unless you are successful in your application, we retain your personal information for a period of no more than twelve months after the relevant recruitment campaign has finished, or if you consent, such longer period that you agree to.

#### **8. YOUR RIGHTS**

##### **7.1 Right to withdraw consent**

Where we have asked for your consent for any of our processing of personal information, you can withdraw that consent at any time. Write to us at our address or email [privacy@myonex.com](mailto:privacy@myonex.com). Once your request has been verified, we will stop our processing within one working day. This only applies in respect of processing where your consent has been provided.

##### **7.2 Accessing, deleting, rectifying and moving your personal information**

Subject to certain limitations, you have the right to:

- access your personal information;
- require us to delete it;
- rectify any personal information we hold that is incorrect; and/or
- have your personal information transmitted to another data controller.

If you want to exercise these rights, please let us know in writing. You will need to provide sufficient information to verify and complete your request. We will complete your request within thirty days, subject to any legal or other requirements that requires or permits us not to complete your request.

### **7.3 Objecting to the use of your personal information**

When we use your personal information in our legitimate interests, you have the right to object to this processing, which you can exercise at any time. However, if you do exercise this right, we may not be able to continue with your application.

### **7.4 Lodging a complaint**

You can complain about our use of your personal information with the UK's Information Commissioner's Office. You can obtain their contact details at: [www.ico.org.uk](http://www.ico.org.uk)

### **7.4 How do you contact us?**

The data controllers are: Myonex Limited and Myonex LLC. Myonex Limited is the representative of Myonex Inc.

You can write to us at: 1 Meer End, Birstall, Leicester, LE4 3EH

You can email us at: [privacy@myonex.com](mailto:privacy@myonex.com)

**This statement was published on March 27, 2023. If you wish to see prior versions of this statement, please contact us.**