**candidate Privacy Notice**

This notice explains how Gilead Sciences Europe Ltd., 2 Roundwood Avenue, Stockley Park, Uxbridge, UB11 1AF, United Kingdom, its parent company, successors, subsidiaries, affiliates, divisions and groups (hereinafter together "**Gilead**" or "**we**") process your personal data.

This notice applies when you seek employment opportunities with us. We are committed to protecting personal information. We explain in this notice the type of information we process, why we are processing it and how that processing may affect you.

**The Personal Data Gilead Processes**

During recruitment activity, Gilead may process (i.e. collect, use, record or transfer to third parties, etc.) your personal data (in both paper and/or electronic format) for the purposes of reviewing applications, screening, assessment, expense administration, selection quality and forecast review and other legal purposes, insofar as permitted by applicable privacy laws and regulations.

Such personal data may include (this is a non-exhaustive list):

|  |  |
| --- | --- |
| * personal contact and identification data
* employment and education history
* references or background checks
* criminal convictions
* salary and benefits information
* remuneration expectations
* information held for health and safety purposes
* administrative information such as your bank account number (e.g. for travel expense claims)
* your personal image
 | * other data about you that could be deemed sensitive personal data (e.g. race, ethnicity, political opinions, religious or philosophical beliefs, trade union membership, health-related data or data relating to your sexual orientation), to the extent allowed by applicable law
* any relevant reasonable adjustments required as part of the process (e.g. allowing for different type of disabilities or difficulties)
* any extra details that you choose to share with us
* extra details your referees choose to tell us or we receive from others
 |

Where possible, we will ask you to provide us with your personal data directly and will notify you whether providing it is obligatory or voluntary. If you do not provide us with your personal data for the purposes set out in this notice, it may be impossible for us to establish, continue or manage your employment with us.

We may also collect information from other sources, for example recruitment agencies, existing employees who recommend you, via social media platforms such as Linkedin and Xing. We may collect personal data about you as part of our security, identification and qualification verification checks and combine this with the information we already hold about you.

**Our Purposes for Processing Your Personal Data**

We process your personal data to ensure that employment opportunities are offered to the most suitable candidates and for human resources management, including:

|  |  |
| --- | --- |
| * complying with diversity and fairness legal requirements
* screening for county court judgements, credit history, penalties for tax evasion, criminal convictions and driving license where applicable
 | * assessing and validating suitability for applied role
* quality and forecasting of the fairness of the recruitment process and to assess resource demand and availability
 |
|  |  |
| * your personal image for identification
* checking entitlement to work in the location where the role will be based
 | * monitoring the security of our systems and sites
* recording of accidents and emergencies
 |

**Our legal grounds to use and process your personal information**

Our legal grounds to use and process personal information about you includes that the processing is necessary for:

* Gilead’s legitimate interests to establish and manage our recruitment process with you and for related functions including for human resource and administrative purposes, such as:
	+ Business processes including record maintenance, management analysis, audits, forecasts, travel expense reimbursement or equivalent, planning;
	+ The security of the workplace, assets, workers and the personal information of workers, clients, and customers, including monitoring; and
	+ Programs and policies on training and development, job evaluation, rewards, planning, and organization.
* Compliance with applicable laws and regulations and our legal obligations, such as accounting and tax requirements particularly;
* For the purposes of carrying out the obligations and exercising rights under applicable employment laws and regulations;
* Where applicable, on the basis of your consent when we may request sensitive information as part of the employment process, which you may refuse to give and will not impact your application; and
* Where a legal claim connected with you is likely to arise then we need to process personal data. We process this personal data, which may include sensitive data in accordance with local laws and requirements for example, we need to take legal advice in relation to legal proceedings or be required by law to preserve or disclose certain information as part of the legal process.

**Further information**

If you are unsuccessful with your application, Gilead will not retain your personal information for longer than twelve (12) months. More information on how long we retain your data, the circumstances under which we share your data (including to countries other than your own), how we secure your data, and what rights you have with respect to your data can be found in our Gilead Privacy Statement available at [www.gilead.com/Privacy/Privacy-Statement](http://www.gilead.com/Privacy/Privacy-Statement).

**Complaints about Our Use of Your Personal Data**

If you have a concern or a question about how we have processed your personal data, you should first raise your concern or question with your local human resources department. In the event that your local human resources department is unable to resolve the concern or question, you may e-mail privacy@gilead.com for assistance.

In addition, Gilead has assigned a data protection officer responsible for overseeing our compliance with EU data protection law, who you may contact at dpo@gilead.com in case of any questions or concerns regarding the processing of your personal data.

If Gilead’s processing of your personal data is covered by EU law you may also lodge a complaint with the corresponding data protection supervisory authority in your country of residence. You can find the relevant supervisory authority name and contact details under <http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm>.