**Alchemab Therapeutics Ltd**

**Job Applicant Privacy Notice**

Last Updated: 1st September 2025

Version: 2.0

# Introduction

As a Controller, Alchemab Therapeutics Ltd (“Alchemab”, “we”, “us”, “our”), of East Side, Kings Cross, London, N1C 4AX, a company registered in England and Wales, registration number 12156844, comply with all applicable data protection and privacy legislation in force from time to time in the UK, including the UK General Data Protection Regulation (“UK GDPR”) and the Data Protection Act 2018, together referred to as the “Data Protection Law”. This privacy notice explains what Personal Data we collect about you (“you”, “your”) when you apply for a job.

Under the UK GDPR, we are required to notify the UK Information Commission (“IC”) about our use of Personal Data. Alchemab Therapeutics Ltd is registered as a Controller in the UK with the IC, registration number ZB365796.

Within Alchemab, we have nominated individuals who serve as our Data Protection Lead. If you have any questions regarding how we collect, store and process your Personal Data, please email privacy@alchemab.com.

We place great importance on ensuring the quality, confidentiality, integrity and availability of the Personal Data we hold and in meeting our data protection obligations when processing Personal Data. We are committed to protecting the security of your Personal Data and use a variety of technical and organisational measures to help protect your Personal Data from unauthorised access, use or disclosure.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices or other grant services we offer. When changes are made, we will update the date at the top of this document. Please review this privacy notice periodically to check for updates.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so you are aware of how and why we are using such information.

# What personal information we process

When you apply for a role or submit your CV (or similar employment information) to us, whether directly or through an agency, or attend an interview, we will collect your Personal Data. This may include:

* Name and contact details (address, mobile phone number and email address);
* Date of birth, gender and ethnicity;
* Work history and employment positions held;
* Salary, other compensation and benefits information;
* Nationality / visa / work permit information;
* Academic and professional qualifications, education and skills;
* Driving licence or other form of photo identification;
* Car registration number;
* Current notice period & salary expectations;
* Photographs or videos you submit with your application;
* Records we create during interviews or correspondence with you;
* Answers given to role specific qualification questions;
* Personal work references;
* Results of pre-employment screening / eligibility to work checks; and
* Any other information you choose to give us.

We collect special category data in accordance with the Equality Act 2010. We will only do this to make reasonable adjustments in the workplace to enable all candidates to apply for vacancies, attend interviews and to commence employment This is also necessary to ensure we meet our legal obligations when recruiting. We may also collect data for diversity monitoring as an important means of implementing and promoting diversity within the workplace.

# Purposes & bases for using your Personal Data

We may use your data for the following purposes and on the following lawful bases:

|  |  |
| --- | --- |
| Purpose | Lawful Bases for Processing |
| Responding to correspondence from you. | It is in our legitimate interest to respond to you when you make an employment enquiry. |
| Processing your application to assess suitability for employment. | Processing is necessary for taking steps to enter into a contract with you or for the performance of our contract with you. |
| Assessing suitability for employment. | It is our legal obligation under the Equality Act 2010 to protect all applicants from discrimination in the workplace at all stages of pre-employment and employment.  Processing is necessary for taking steps to enter into a contract with you or for the performance of our contract with you. |
| Arranging and conducting recruitment interviews, either in person, via telephone or other means. | Processing is necessary for taking steps to enter into a contract with you or for the performance of our contract with you. |
| Obtaining necessary references from third parties and conducting pre-employment screening checks. | We rely on your consent to process your Personal Data to facilitate our recruitment process.  Processing is necessary for taking steps to enter into a contract with you or for the performance of our contract with you. |
| Contacting unsuccessful applicants about future suitable vacancies. | It is our legitimate interest to stay in contact with suitable candidates for future roles. |
| Sharing Personal Data with third parties including government agencies, law enforcement agencies and others. | It is our legal obligation to cooperate fully as and when required by law. |

# Sharing your information

Your Personal Data will only be shared with those who need to have access to it. This will primarily be our HR and recruitment personnel.

# How we protect your data

We take the security of your data seriously. We have internal policies and controls in place to ensure your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our workforce members in the performance of their duties. Where we engage third parties to process Personal Data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

# How long we retain Personal Data

We will retain your Personal Data for only as long as is necessary for the recruitment process. If your candidacy is successful and you are employed by us, your data will be processed and retained as set out in our workforce privacy notice, provided to you with your employment paperwork.

Regardless to whether you have been invited for an interview with Alchemab or not, if you have submitted your CV or a covering letter for a role via our HR email inbox or HRIS portal, we will retain your CV, application details and interview notes (where applicable) for up to 12 months (from the date of first receipt of your details) to inform you of future employment opportunities. If you do not wish to be considered for future roles, please contact us as detailed below.

We will also retain your Personal Data where it is necessary to comply with our legal obligations or as necessary in relation to legal claims. This is rare but may mean we need to retain your data for longer than 12 months.

# International transfers

We may share your data with service providers and suppliers to our business who process data on our behalf, including those in countries outside the UK, where the data protection laws are not equivalent to those within the UK. We do so using the UK International Data Transfer Agreement or another equivalent or suitable transfer mechanism, such as the EU-US Data Privacy Framework with UK Extension or EU-approved SCCs with UK Addendum, which contractually oblige our suppliers in those countries to comply with the same data protection standards as legislated within the UK.

# Your data protection rights

There are certain fundamental rights that you have in respect of your Personal Data:

| **Rights** | **Description** |
| --- | --- |
| Right to be informed | Individuals have the right to be informed about the collection and use of their Personal Data. |
| Right of access | Individuals have the right to receive a copy of their Personal Data, and other supplementary information. |
| Right to rectification | Individuals have the right to have inaccurate Personal Data rectified or completed if it is incomplete. |
| Right to erasure | Individuals have the right to request their personal information to be erased, in certain circumstances. |
| Right to restrict processing | Individuals have the right to request the restriction or suppression of their Personal Data, in certain circumstances, in particular:   * if your data is not accurate; * if your data has been used unlawfully but you do not want us to delete it; * if your data is no longer needed, but you want us to keep it for use in legal claims; or * if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request. |
| Right to data portability | Individuals have the right to obtain and reuse their Personal Data, in a machine-readable format, for their own purposes across different services, in certain circumstances. |
| Right to object | Individuals have the right to object to the processing of their Personal Data, in certain circumstances.  Where we are using your Personal Data because it is in our legitimate interests to do so, you can object to us using it this way.  Where we are using your Personal Data for direct marketing, including profiling for direct marketing purposes, you have an absolute right to ask us to stop doing so. |
| Rights with respect to automated decision-making and profiling | Individuals have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. |

In addition to the above, an individual also has the following rights:

| **Rights** | **Description** |
| --- | --- |
| Right to withdraw consent | Where we are using your Personal Data based on your consent, you can withdraw your consent at any time. |
| Right to register a complaint with the Controller of your personal data | You have the right to register a complaint about how we handle your personal information. |
| Right to register a complaint with the relevant supervisory authority | If you are not satisfied with the response to your complaint to the Controller, you have the right to register a further complaint with the relevant supervisory authority. |

# Exercising your data protection rights

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). 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

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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 an appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

# Raising a complaint with the UK data protection supervisory authority

If you believe that you have exhausted all possible avenues of resolving your data protection concerns with us, you may register a complaint with the IC by calling their Helpline on 0303 123 1113.

You can also send your postal correspondence to:

Information Commission

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Alternatively, you can contact them at [the Information Commission](https://ico.org.uk/make-a-complaint/).

# Automated Decision Making

We do not make employment decisions based solely on automated decision making.

# Changes to this privacy notice

We may update this notice (and any supplemental privacy notice), from time to time. The date at the top of the notice will indicate when it was last updated. We will notify you of the changes where required by applicable law to do so.

# Data Protection Leads

Alchemab has appointed the following individuals as the designated Data Protection Leads:

Emma Cain – HR Team

Becky Eretta – HR Team

Contact email: [privacy@alchemab.com](mailto:privacy@alchemab.com)

# Data Protection Officer

We do not have a statutory requirement to appoint a Data Protection Officer (“DPO”) under the UK GDPR. However, for accountability and compliance purposes, we have voluntarily appointed [Evalian Limited](https://evalian.co.uk/), a company specialising in data protection, cyber security and information security, as our DPO. Evalian Limited can be reached at [dpo@evalian.co.uk](mailto:dpo@evalian.co.uk).

# Contact us

You can contact us in relation to data protection, exercising your rights and this privacy notice by writing to:

Alchemab Therapeutics Ltd

East Side

Kings Cross

London

N1C 4AX

or email privacy@alchemab.com.