

Applying for a job at KKI

In order to progress your application, for administrative purposes we will record, keep, and hold the personal data which you have provided in the online application form or via a third party supplier.

If your application is successful, we will hold this data as part of your employee record, and you will be provided with a copy of our Employee Privacy Notice. Your offer of employment will be subject to pre-employment screening via a third party service provider.

During the application process (and for each application you submit to us) we will request your consent to keep your information for additional 12 months in the event your application is unsuccessful. This is in case of a future vacancy which we may invite you to apply for. This consent is optional and does not have any impact on the application process.

If you **apply via a recruitment agency**, headhunter or other third party supplier, when your application concludes we will contact you via the third party that submitted your application to advise you of the outcome of your application. We will contact you either directly or via your recruitment agency to enquire if you would like to give your consent to hold your data on file for a 12 month period.

Expressing your interest for a career at KKI

If you can't find any job vacancies of interest currently advertised on our website but would like to register your interest, we will store your profile in our Candidate Relationship Management (CRM) system to match it against future opportunities which may arise at KKI for a period of twelve months. We will then request your consent to retain your information for a further twelve months.

We will proactively send you email notifications when opportunities arise. You can unsubscribe from notifications at any time which will remove your profile from our system.

Recruitment Privacy Notice

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1. Controller and contact information

Kyowa Kirin International plc ('KKI', 'we' or 'us') is a "data controller" of the personal data that we hold about the candidate (or "you"). KKI has appointed a Data Protection Officer.

If you have any questions regarding our use of your data or to exercise your data subject rights, please contact our us at:

- Kyowa Kirin International Ltd, Head Office, Galabank Business Park, Galashiels, TD1 1QH, United Kingdom and marking your query for the attention of The Data Protection Officer
- Email: KKIDPOoffice@kyowakirin.com

Please ensure you do not send your CV, cover letter nor any other application form to the email above. This email is only intended to answer to any questions you may regarding how we process your personal data.

You can also see our corporate [Privacy Notice](#) for further information on how we process your personal data.

2. Personal data we collect

For the purposes of recruitment, we will be collecting personal data provided by you or your recruitment agency, such as:

- Candidate CV;
- Email;
- Phone number; and
- Home address, which is required at offer stage;
- And any other information you provide to us

We also carry out a pre-employment screening for all roles where permitted by national law (including confirmation of the absence of a criminal record, right to work in relevant jurisdictions). In such cases, we will inform you beforehand.

The process of pre-employment screening is undertaken at the end of the recruitment process and in most cases forms a condition of our offer to you.

You may decide not to provide your personal information to us. However, failure to provide this information will potentially exclude you from the process.

3. Purposes and legal basis

We will keep, record, and hold the personal data which you have provided in the online application form or via a third-party supplier for the following purposes:

- For our legitimate interest in using your information to manage and keep you updated on the status of your application, for administrative, and reporting purposes, and to protect our legal interests, such as the establishment, exercise or defense of legal claims and to validate your claims and suitability for the role.
- For necessity to enter into a contract. This applies when the candidate is successful and we will enter into a contractual relationship.
- We require your consent in order to retain your information for future opportunities.

We only process sensitive information in accordance with applicable laws and/or with your explicit consent.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes.

4. Recipients of your personal data

Your data will not be disclosed to any third parties outside of our group of companies with the exception of the recruitment partners and technology providers supporting our recruitment process. If your application is successful, your offer of employment will be subject to pre-employment screening via a third party service provider. We have contracts with all third party service providers to ensure they adhere to the requirements of data protection law.

5. Transfers of personal data to a third countries

As KKI is an international enterprise that consists of numerous entities worldwide, the data that we collect from you may be transferred to a destination outside the European Economic Area (EEA) or the United Kingdom (UK) for the purposes described in this Notice, in particular to our parent company Kyowa Kirin in Japan. For a list of the other entities that your personal data may be shared with, please see http://www.kyowa-kirin.com/about_us/worldwide_locations/index.html#pharmaceuticals

It may also be processed by our technology providers as part of the selected "Cloud" services adopted by Kyowa Kirin International, in order to carry out normal business practices. If we do process your personal information outside of the EEA or the UK, we will do so using one of the adequate safeguards permitted by regulators for transfers of personal data outside of the EEA or the UK. For example, adequacy decisions, standard contractual clauses and any required supplementary measures to ensure your personal data is protected according to the data protection law applicable in your country..

A copy of the relevant mechanism can be provided for your review on request to the contact details at the top of this Privacy Notice.

6. Data Retention

We will hold your personal data on our systems for as long as is necessary to fulfil the purposes described in this notice.

If your application is successful, we will hold this data as part of your employee record, and you will be provided with a copy of our Employee Privacy Notice.

If you authorise us to keep your information for a longer period in the event that your application is unsuccessful, we will hold the application form and the data contained in it for twelve months.

Four weeks before the end of the twelve months' retention period, you will receive an email providing you with the option to consent to your data being held for a further twelve months. If you select 'Keep my Data', your data will be held for a further twelve months. If you have submitted more than one application with us, you will receive an email for each application.

If you select 'Delete my Data' or take no action before the end of the four week window, we will delete your application form, the data contained within it and any other personal data that you may have provided to us.

Information obtained from background checks is only retained for 6 months.

7. Data subject rights

You have a number of data subject rights which you can exercise, including the right of access, correction, restriction of processing, deletion, objection, portability or the right to withdraw your consent. You also have the right to lodge a complaint with the supervisory authority of your habitual residence. To exercise any of these rights, please contact us using the contact information set out in this privacy notice above. We may ask you to provide details or evidence to confirm your identity as well as information about your interactions with us in order to retrieve your personal information.

8. Changes to this privacy notice

We may change this Privacy policy from time to time in response to technical, legal or business developments. You can check the "effective date" posted to see when the Privacy Notice was last updated. If we make any material changes we will take appropriate measures to inform you according to applicable laws.

This Privacy Notice was last updated on 20th July 2021