

## PRIVACY NOTICE FOR CANDIDATES

### What is the purpose of this document?

Renal Services (UK) Limited and Renal Services Operations Limited (hereinafter "Renal Services", "we" and "us") are registered at 22a Ives Street, London, SW3 2ND and act as the data controllers regarding the collection, use, transfer, and processing (together referred to as "processing") of certain personally identifiable information about candidates and are committed to protecting your privacy rights. Renal Services is now part of the DaVita International Group Company, headquartered in London, and part of DaVita, Inc., a healthcare provider focused on transforming care delivery to improve quality of life for people receiving dialysis treatment globally. This notice is relevant where you are applying for work with us (whether as an employee or contractor, part-time or fixed-term worker, agency staff or volunteer). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

The relevant Renal Services employing affiliate identified to you will be a controller for your personal data meaning that we are responsible for deciding how we hold and use personal data about you. For further information about our collection of data online, please see our [Website Privacy Policy](#).

### The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal data about you:

- the information you have provided on our application form, including name, title, address, telephone number, personal email address, employment history, qualifications and licences;
- the information you have provided to us in a CV and covering letter; and
- any information you provide to us during an interview.

We may also collect, store and use the following "special categories" of more sensitive personal data: information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

### How is your personal data collected?

We collect personal data about candidates from the following sources:

- you, the candidate;
- your named referees, from whom we obtain a reference in respect of candidates to whom an offer is made; and
- from publicly accessible source results of professional social media searches such as LinkedIn.

### How we will use information about you

We will use the personal data we collect about you to:

- assess your skills, qualifications, and suitability for the role;
- carry out reference checks;
- carry out conflict of interest checks;
- communicate with you about the recruitment process;
- keep records related to our hiring processes; and
- comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint candidates to open roles.

We also need to process your personal data to decide whether to enter into a contract of employment or engagement with you.

Having received your CV and covering letter and your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

### **If you fail to provide personal data**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

### **How we use special 'sensitive' category personal data**

We will use your special 'sensitive' category personal data in the following ways:

- We may use information about your health and disability status with your express consent, to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made.
- We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. Data that Renal Services uses for these purposes will be collected on an anonymised basis. Candidates are entirely free to decide whether or not to provide such information and your application will not be affected either way.

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Recipients of your personal data**

We may disclose your personal data to members of our HR team, the relevant team managers within Renal Services or within the [DaVita Group](#) in respect of the role you are applying for in order to take hiring decisions.

It may be necessary from time to time for us to disclose your personal data to third parties or agents, including without limitation to the following:

- DaVita Group companies involved in supporting the recruitment process or in making hiring decisions.
- third parties or agents of clients to assist in the administration, processing and management of certain activities pertaining to prospective employees including travel and expense management service providers;
- individuals or companies employed by us to carry out specific services, functions or consultancy work and other financial institutions;
- relatives or legal representatives of prospective employees;
- regulatory bodies to whom we are obliged or required to disclose information including Workplace Relations Commission, Courts and Court-appointed persons;
- relevant Government departments and agencies; and
- other support service providers necessary to support the organisation in the services listed.

### **Transfer of personal data outside the EEA**

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for the purposes described above. Those countries may not provide an adequate level of protection in relation to processing your personal data. Due to the global nature of our business, your personal data may be disclosed to members of our group outside the EEA, including in particular in the USA where our parent company is based.

It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers who act on our behalf. We will ensure appropriate safeguards, such as the European Commission approved standard contractual clauses, are in place to protect the privacy and integrity of such personal data. You can obtain information concerning such safeguards from [dataprivacy@davita.com](mailto:dataprivacy@davita.com), where applicable.

## **Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

## **How long will you use my information for?**

### *Successful applicants*

If your application for employment or engagement is successful, personal data gathered during the recruitment process will be transferred to our HR management system and retained during your employment in accordance with our staff privacy policy.

### *Unsuccessful applicants*

If your application for employment or engagement is unsuccessful, we will usually retain your data on file for 6 months after the end of the relevant recruitment process to the extent necessary to enable us to comply with any legal obligations or for the exercise or defence of legal claims (subject to any applicable legal or regulatory obligations to retain such information for a longer period).

We may wish to retain your data for a further period of 6 months on the basis that a further opportunity may arise in future and we may wish to consider you for that. If so, we will write to you separately, seeking to retain your personal data for a fixed period on that basis – you do not have to consent to this, and you can withdraw your consent at any time thereafter. At the end of that period (or if you withdraw your consent prior to this) we will securely destroy your personal data in accordance with applicable laws and regulations.

In the event that any court actions or other legal proceedings are pending or impending, personal data will be deleted after termination of the court action or legal proceeding as appropriate.

## **Your rights in connection with personal data**

Under certain circumstances, by law you have the right to:

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

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact [dataprivacy@davita.com](mailto:dataprivacy@davita.com).

### **Right to withdraw consent**

When you applied for this role, you may have provided consent to us processing your personal data for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact [dataprivacy@davita.com](mailto:dataprivacy@davita.com). Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

### **Complaints**

You have the right to lodge a complaint with the UK Information Commissioner if you are unhappy with how your personal data is being handled.

### **Further Information**

If you require any further clarification regarding this privacy notice, please contact our Data Protection Officer:

Email: [dataprivacy@davita.com](mailto:dataprivacy@davita.com)

Post: Renal Services 22a Ives Street London SW3 2ND

or contact our HR department using the contact details provided to you as part of your application.

### **Changes to this Privacy Notice**

We reserve the right to change this Privacy Notice at any time. Where appropriate we will notify you of any material changes relevant to the processing of your personal data. This Notice was last updated in June 2021.