

GlaxoSmithKline Candidate Personal Information Protection Notice

1. Introduction

GlaxoSmithKline (“GSK”, “we”, “us” and “our”) operates in many different countries. We are committed to protecting your privacy. This Notice explains how we collect, use and disclose the personal information relating to candidates and website users.

This Notice may change from time to time. You are advised to review this Notice periodically.

If you have any questions, feel free to get in touch via one of the methods set out in the [Contact us](#) section below.

In the event that you accept employment with GSK, you will be provided with a copy of our Employee Privacy Notice which will set out how and why your data may be processed as an employee.

2. What personal information do we collect about you?

GSK will collect and generate information about you as part of the recruitment and pre-employment screening processes. This information includes:

- *your basic information* – such as your name (including name prefix or title); gender; age and date of birth;
- *contact information* – such as your home address; email address; and phone number(s);
- *professional information* – such as education information, work history, job data, references;
- *proof of identity and right to work* – such as passport or valid working visa; and
- *other information* – such as banking details in order to pay any necessary travel expenses.

If information on race and country of origin is requested, submission of this information is voluntary. Any such information you do submit, together with gender information, will be used solely to evaluate on an aggregate basis GSK's progress in achieving its diversity hiring goals.

For Slovakian applicants, or any other applicants who are applying for a position in Slovakia or to work for the Slovak company, the following exceptions apply.

- If you are applying for your first employed role, you do not need to answer the questions relating to employment in, or links to, government officials, unless the answer relates to the work you would perform in the role for which you are being recruited. However, you remain subject to a legal duty to inform GSK of any matters which may prevent you carrying out the role, or which may cause harm to GSK's business.
- For all applicants, pre-employment screening questions that you answer are not intended to investigate, and do not require information related to, your family situation.

3. How do we obtain your personal information?

We collect your personal information during the course of the recruitment process. In addition, we gather information about you when you provide it to us.

We may also receive information about you from other sources, such as recruitment agencies and publicly available sources. We combine information that we have about you from various sources, including the information that you have provided to us.

4. How do we use your personal information?

We use your personal information for the following purposes:

- evaluating your qualifications, experience and suitability for job opportunities within GSK worldwide;
- carry out background and reference checks, where applicable;
- providing basic personal details to GSK's pre-employment screening providers in preparation for commencing the pre-employment screening process (should your application be successful);
- communicate with you about the recruitment process;
- complying with legal, regulatory and other requirements;
- keep records related to our hiring processes; and
- measuring the recruitment process against our aspirations to ensure we are adhering to fair employment practices .

5. On what basis do we use your personal information?

We use your personal information on the following basis:

- for the legitimate interests of the GSK group, namely recruitment and talent management to decide whether to appoint you to a role and to decide whether to enter into a contract with you; and
- to comply with certain legal and regulatory obligations of the GSK group.

We will use your particularly sensitive personal information in the following ways:

- we will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process; and
- we will 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.

6. Information about criminal convictions

We envisage that we will process information about criminal convictions. Information as to what personal information will be processed in the event that we need to carry out such checks (if we would like to offer you the work or role) will be provided at the pre-employment screening stage.

7. With whom do we share your personal information?

Due to the global nature of our operations, and as we grow globally, GSK needs to be able to move personal information across our organization. We share certain of your personal information with:

- members of the GSK group of companies;
- GSK affiliates, subcontractors and third party agencies acting on GSK's behalf.

From time to time, we may also need to make your personal information available to other parties, such as:

- legal and regulatory authorities;
- accountants, auditors, lawyers and other outside professional advisors; and
- companies that provide products and services to GSK (such as IT systems suppliers and support).

See the [Protecting your personal information](#) section for information on how we keep your personal information secure when sharing it with others.

8. Transfers of your personal information outside of your home country

Your personal information may be processed by GSK, its affiliated companies and those other parties described at the [With whom do we share your personal information?](#) section above, anywhere in the world, including in countries where data privacy laws may not be equivalent to, or as protective as, the laws in your home country. We will implement appropriate measures to ensure that your personal information remains protected and secure when it is transferred outside of your home country, in accordance with applicable data protection and privacy laws. These measures include data transfer agreements implementing standard data protection clauses, or GSK's Binding Corporate Rules. You can find more information about data transfer agreements [here](#), and more information about GSK's Binding Corporate Rules [here](#).

9. Protecting your personal information

We will use a variety of security measures and technologies to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction, consistent with applicable privacy and data security laws. For example, when GSK retains a third-party service provider, that provider will be carefully selected in accordance with GSK's policies and procedures and which commits the third-party service provider to use appropriate safeguards in relation to the handling of your personal information (including in relation to maintaining confidentiality of your personal information and implementing appropriate technical and organizational security measures).

10. How long will we keep your personal information?

We will always keep your personal information for the period required by law. We will also keep your personal information where we need to do so in connection with legal action or an investigation involving GSK. Otherwise, we keep your personal information for the period necessary to fulfill the purposes outlined above.

If you accept employment at GSK, your personal data may be used in connection with your employment consistent with the Employee Privacy Notice mentioned above.

11. Automated decision-making

We use automatic decision making in the Early Talent decision making process. Where applicable, your answers to questions, or responses in an online assessment, may lead to you being automatically removed from the recruitment process should you not meet the minimum qualifications for that specific role. Should you wish to not be subject to such a decision based solely on this automated decision-making, please get in touch at the contact details provided in the [Contact us](#) section below.

Other than as set out above, you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

12. Your rights

You may be entitled to:

- ask GSK about the processing of your personal information, including to be provided with a copy of your personal information;
- request the correction and/or deletion of your personal information;
- request the restriction of the processing of your personal information, or object to that processing;
- request receipt or transmission to another organisation, in a machine-readable form, of the personal information that you have provided to GSK; and
- in certain countries, complain to your local supervisory authority if your privacy rights are violated, or if you have suffered as a result of unlawful processing of your personal information.

Please note that your rights may vary depending on the jurisdiction in which your personal information is processed. If you would like more information about your rights, or have any concerns about GSK's processing of your personal information, please contact us using the details set out below.

Where you are given the option to share your personal information with us, you can always choose not to do so. If you object to the processing of your personal information, GSK will respect that choice in accordance with its legal obligations. This could mean that we are unable to perform the actions

necessary to achieve the purposes of processing described above, in particular we may not be able to process your application successfully.

13. Contact us

If you have questions about the processing of your personal information, or need additional information, you can contact us at gsk.recruitment@gsk.com. This email address is only monitored for privacy-related questions or concerns. Any general recruitment questions or speculative applications sent to this email address will not be considered or receive a response.

14. Data controller

GlaxoSmithKline LLC, GSK Services Unlimited and the local GSK company to which you are applying are the controllers of your personal information.

A list of all the worldwide locations where GSK operates, along with relevant contact details, is available at <https://www.gsk.com/en-gb/contact-us/worldwide/> and the relevant contact details for your GSK Country Privacy Adviser here: [Privacy contact info](#).

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