

APPLICANT PRIVACY NOTICE

This notice explains how Intragen processes personal data when you apply for a job with us.

1. WHO PROCESSES YOUR DATA

- **Intragen International Limited** and its group companies act as data controllers for applicant data.
- **BambooHR** provides our applicant tracking system and acts as an independent data controller. Please see BambooHR's own [privacy policy](#).
- In some cases, we may receive your data from recruitment agencies, executive search firms, or other third parties acting on your behalf. These parties are responsible for transferring your data to us lawfully.

2. WHAT DATA WE COLLECT

- Information you provide in your application (e.g. name, contact details, CV, cover letter, application answers).
- Information from interviews, assessments, or tests.
- Communications with us during the recruitment process.
- Information provided by recruitment agencies or referees.

3. WHY WE PROCESS YOUR DATA (LEGAL BASES)

- **Assessing your suitability for employment:** Art. 6(1)(b) GDPR (necessary for potential employment contract).
- **Talent pool storage:** Art. 6(1)(a) GDPR (consent).
- **Video interviews or recordings:** Art. 6(1)(a) GDPR (consent).
- **Responding to your queries:** Art. 6(1)(f) GDPR (legitimate interest).

4. HOW WE USE YOUR DATA

- Review your application and conduct interviews.
- Communicate with you throughout the process.
- Carry out assessments, including video interviews (via Microsoft Teams or other approved providers – details will be given when scheduling).
- Maintain a talent pool (only if you give explicit consent).

5. HOW LONG WE KEEP YOUR DATA

- If hired: your application data becomes part of your personnel file and is kept for the duration of employment.
- If not hired: we keep your data for **six (6) months** after rejection, then securely delete it.
- If you consent to join our talent pool: we keep your data for up to **three (3) years**, or until you withdraw consent.

6. WHO WE SHARE YOUR DATA WITH

- BambooHR (independent controller).
- Recruitment agencies or search firms (when applicable).
- Video interview providers (e.g. Microsoft Teams, or other platforms as communicated at the time).

7. YOUR RIGHTS

As an applicant, you have the right to:

- Access your data.
- Request correction or deletion.
- Withdraw consent at any time (for talent pool or recordings).
- Object to processing in certain circumstances.

To exercise these rights, contact us at: dataprotection@intragen.com