
McKesson UK Recruitment Privacy Notice

What is the purpose of this document?

This privacy notice is being brought to your attention because you are applying for work with us (whether as an employee, worker or contractor). 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. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR) and Data Protection Act 2018.

“McKesson UK” is the group of operating companies all of which are subsidiaries of Admenta UK Ltd (Company Number: 03011757) whose registered office is at Sapphire Court, Walsgrave Triangle, Coventry, CV2 2TX. McKesson UK is a "data controller" and this means that we are responsible for deciding how we hold and use personal information about you.

Data protection principles

McKesson UK will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use personal information about you, including but not limited to the following:

- The information you may have provided to us in your curriculum vitae and any covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications whether through our online application process or otherwise
- Any information you provide to us during an interview.
- The results of any tests, assessments or screening activities we may ask you to undertake as part of your application.

We may also collect, store and use special category personal information about you, including but not limited to the following:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We may collect personal information about candidates from the following sources:

- you, the candidate through our application tracking system (ATS);
- the recruitment agency you may have engaged with or we have engaged to source candidates;
- background check screening provider;
- 3rd party recruitment outsourced provider;
- credit reference agencies;
- disclosure and Barring Service in respect of criminal convictions;
- your named referees;
- assessment providers;
- the data from third parties from publicly accessible sources;

In addition to the ATS we use a service provided by Real Links Limited (Real Links) that allows us to source applicants from our employees' social and/or business networks. Real Links provides us with applicant profiles via the ATS which display key details about applicants' work histories but exclude any personal identifiers (name, sex, nationality, age etc.). As such Real Links does not give us access to personal data about applicants. Real Links uses publicly available information alongside information taken from social and/or business networks provided by our employees and alumni to enrich applicant profiles with useful work-related information about applicants.

- McKesson does not process any applicant personal data until an applicant makes the decision to apply for a position with us and confirms they have read and understood this privacy notice. Real Links has a robust set of data protection policies and procedures and its privacy notice can be viewed here <https://reallinks1.s3.amazonaws.com/terms/privacy.pdf>.

- By storing and submitting your information in our ATS you are agreeing to your application data being processed for the purposes of
 - communication regarding recruitment with prospective employers and you
 - consideration of your applications and your recruitment by prospective employers
 - advice to prospective employers on hiring decisions and statistical insight
 - personalisation and recommendations of content and information of potential interest.

How we will use information about you

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

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

It is in our legitimate interests to decide whether to appoint you to a role since it would be beneficial to our business to appoint someone to that role.

We need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application form and the results from any assessment which you may have taken, 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 and may carry out a criminal record check before confirming your appointment.

If you fail to provide personal information

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. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use special category personal information

We will use your special category 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, for example whether adjustments need to be made during a test or interview.
- 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.

Information about criminal convictions

We envisage that we may be required to process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are required to carry out a criminal records’ check for certain roles in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- Where we are legally required by a regulatory body such as the MHRA or CQC to carry out criminal record checks for those carrying out the role you are applying to.
- The role you are applying to requires a high degree of trust and integrity since it involves dealing with patients and vulnerable people and so we would like to ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

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

Data sharing

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Meridian Business support

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

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

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of 12 months after we have communicated to you our decision about whether to appoint you to a role within our business. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

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

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information 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 information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information 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 information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing.

Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with data protection legislation including this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.