

## Respect for privacy and use of personal data

The privacy and the security of your information is very important to us. Air Liquide's policy is to respect and protect the privacy of our "service users" including those who choose to share their details with us voluntarily for consideration against a specific role. We will not voluntarily disclose individually identifiable information about our applicants to any third party without first receiving the applicant's permission to do so, unless there is a lawful or contractual requirement. We will never forward your personal data on to third parties for direct marketing purposes.

## Why we hold and process your data

Air Liquide requires your personal data in order to facilitate the selection process and to assess your application for employment. This may include: verifying the information you have provided, conducting reference checks and communicating with you regarding your application. In the event of your application resulting in an offer of employment and your subsequent acceptance of the position offered, the data collected will become part of your employment record and will be used for employment purposes.

Air Liquide will only request, store and process the minimum amount of personal information which is necessary for carrying out the above. This may include for example name, address, personal contact details and previous employment history. Please note that this list is not exhaustive.

Failing to provide the necessary data that is required for the recruitment process may result in your application being terminated by Air Liquide.

## Procedure for collecting your personal data

Applicant personal data may be collected in a variety of different ways including:

- Directly from you (whether in writing or verbally)
- From company conversations and correspondence during the recruitment process
- Third Parties specific for the purpose of recruitment administration for example previous employers and recruitment agency (where applicable).

Your personal data is held securely with restricted access to only the personnel responsible for carrying out daily tasks relating to the Human Resource recruitment process; this may also include the relevant Line Manager. Statutory/Air Liquide retention periods apply in all instances. Further information relating to retention periods can be obtained from the company's Data Protection Officer.

## It is important that your personal data is kept up to date

Air Liquide will take all reasonable steps to ensure your personal data is complete, accurate and kept for no longer than necessary following the conclusion of the recruitment process. However, it is also your responsibility (during the recruitment process) to update Air Liquide with immediate effect should any of your personal information/data change. The consequence of not providing up to date information could result in error and inaccuracies which could be detrimental to both your application and Air Liquide.

## Sharing of your personal data

As mentioned above we will not voluntarily disclose your personal data to any third party without first receiving your consent unless there is a lawful or contractual requirement to do so.

Due to the nature of applicant data processing, we will share your personal information for the purposes of verifying and assessing your application. This includes:

- Previous employers (for checking and obtaining references)
- Recruitment Agency (where applicable)
- Air Liquide Group (where applicable)

**Air Liquide Healthcare Limited will not share your personal data with a third country or international organisation.**

## Your Data Subject Access rights

### Right of Access

Under the General Data Protection Regulation (GDPR) and UK GDPR you, as a service user, have the right to know how your data is being processed and also the right to access your personal data.

Under normal circumstances Air Liquide has 30 calendar days to provide the necessary information. However, if your request for more complex requests, is deemed manifestly unfounded or excessive you may be charged a small administrative fee and the 30 calendar days to process your request may be extended for up to an additional 60 calendar days. In addition, if you require more than one copy of the information, a small administrative fee may be invoked, at the discretion of the Data Protection Officer.

### Other rights under UK GDPR

You may also have other rights (where applicable), for example the right to have any incorrect or incomplete data corrected, the right to object to processing, the right to restrict processing activities and the right to erasure of your personal data. However, it should be noted that your right is not absolute and will only apply in certain circumstances. If you wish to lodge a complaint regarding how your data is stored or processed please contact the company's Data Protection Officer (details below).

For further information on all your data subject rights, including how to lodge a complaint, please refer to -

- The Information Commissioner's Officer (ICO) website <https://ico.org.uk/> (if in the UK), or
- The Data Protection Commission (DPC) website <https://www.dataprotection.ie/> (if in Ireland)

Where you have given consent for Air Liquide to share your data with a third party or for us to process your data in a certain way, you have the right to withdraw this consent at any time.

All employee requests relating to your rights under the GDPR or the UK GDPR should be directed to Air Liquide's Data Protection Officer and HR Manager.



# PRIVACY STATEMENT FOR JOB APPLICANTS OF AIR LIQUIDE HEALTHCARE LTD (UK & Ireland)



## Data Protection Officer

Natasha Bhullar - alhomecare.dpo@nhs.net (UK)

Alison Dunne - dpo@airliquide.ie (Ireland)

## Head of Human Resources

Paul Smith - paul.smith2@airliquide.com

## Privacy Statement Modifications

Air Liquide Healthcare Limited has the right to modify or update this Privacy Statement at any time. Such updates will also be flagged on the website homepage. All such modifications and updates are applicable as soon as they are made.

Michelle Sullivan  
Information Protection  
Coordinator  
UK & Ireland

*Michelle Sullivan*  
22/2/2024

Sophie Valle  
General Manager  
UK & Ireland

*S Valle*  
26/2/2024