

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Catalent Pharma Solutions, Inc. and its domestic and international affiliates and subsidiaries, including Catalent, Inc. (collectively, "Catalent", "we" or "us") collects and processes personal data relating to job applicants. Catalent is committed to being transparent about how it collects and uses that personal data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information do we collect?

Catalent collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the EU.

Catalent may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record in our HR management system Workday and on other IT systems (including email).

Why does Catalent process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK or other EU countries before employment starts.

Catalent has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Catalent is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our legal obligations and exercise specific rights in relation to employment.

Catalent will not use your personal data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, Catalent may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the personal data is necessary for the performance of their roles.

Catalent will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you and, where proportionate in view of the function to be carried out by an employee, employment background check providers to obtain necessary background checks.

How does the organisation protect data?

The organisation takes the security of your personal data seriously. It has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. It may also be retained following your employment in accordance with our Records Retention Policy.

What rights do you have regarding your personal information under the GDPR?

The following is a summary of certain rights available to you under the GDPR if you reside in the EEA or the United Kingdom, but you should always look to the GDPR itself for a complete statement of terms and conditions:

- The right to be informed about how we process your personal data;
- The right to access copies of your personal data that we process or control, together with information regarding the nature, Processing, and disclosure of that personal data;
- The right to request rectification of any inaccuracy in your personal data that we process or control;
- The right to request, on legitimate grounds:
 - Erasure of your personal data that we process or control (“the right to be forgotten”); or
 - Restriction of Processing of your personal data that we process or control;
- The right to object to the scope of personal data processed about you if such processing is (i) not compliance with this notice, or (ii) against the law;
- The right to data portability. This means you have a right to have your personal data provided to you in an accessible format that allows it to be transferred to and used by another controller;
- Where we process your personal data on the basis of your consent, you have the right to withdraw that consent. Such withdrawal will not, however, make any processing we carried out while we had your consent unlawful; and,

The right to lodge complaints with your national Data Protection Authority regarding the processing of your personal data by us.

If you would like to exercise any of these rights, please contact privacy@catalent.com.

Similarly, if you have any comments or questions about this notice or about the processing of your personal data as described herein, please contact us at privacy@catalent.com.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide us with your personal data during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.