



## Sutura Therapeutics – Employee Privacy Notice

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### 1. Privacy laws

The processing of your personal data is governed by the UK General Data Protection Regulations (GDPR), enacted in the UK by the Data Protection Act 2018.

### 2. About this Privacy Notice

The purposes of this Privacy Notice are;

- To inform you about our processing of your data before, during and after your working relationship with us. This information is given in accordance with the 'transparency' requirement of Article 13 GDPR, and;
- To inform you of your rights under data protection law.

It is important that you read this Notice, and any other privacy notices we may provide on specific occasions in future. If you have any queries about this Notice or the processing of your personal data, or if you wish to exercise any of your rights (as detailed in paragraph 15 below), please contact [dataprotection@sutura.com](mailto:dataprotection@sutura.com)

This Notice does not form a part of a contract of employment or other contract to provide services. We may update this Notice at any time and, if the changes are significant, we will provide you with the updated version.

### 3. The capacity in which we process your data

Sutura is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

### 4. Data Protection Principles

We are committed to complying with Data Protection legislation. This says that the personal information we hold about you must be:

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

## 5. How we collect the personal data

We may collect this information in a variety of ways. For example, data might be collected from you through;

- Online web forms completed by you;
- Applications for employment or CVs;
- Pre-employment interviews;
- Written or email correspondence with you; or
- Throughout the course of your employment as part of routine business activities.

We may also obtain personal data from sources other than you, such as;

- Public registers;
- Social media;
- Credit reference agencies;
- Recruitment agencies;
- With your consent, from former employers or personal referees you nominate;
- The Disclosure and Barring Service;
- Occupational Health providers;
- Government agencies such as HMRC

## 6. Providing your personal data

We will tell you if providing some personal data is optional, including if we ask for your consent to process it. In all other cases, we need you to provide your personal data so we can consider enter into an employment relationship with you.

## 7. The types of personal data we process;

In general, we collect the data necessary for us to enter into, and administer, an employment relationship with you. The data we collect includes, but is not limited to, the following categories;

### *Entering into an employment relationship*

- Personal contact details;
- CVs and data included in our application process;
- Data used for the purposes of candidate selection, including interview notes;
- Information about criminal convictions;
- Date of birth;
- Gender;
- Copies of identity documents;
- Evidence of right to work in the UK if applicable;
- Employment references;
- Credit history if applicable.

### *Administering your employment*

- National Insurance number;
- Bank account details;
- Financial data including your compensation, tax records and pension data;
- Marital status and dependents if applicable;
- Next of kin and emergency contact details;
- Employment records including roles and job titles, training records and professional memberships.

### *Managing your employment*

- Performance management information;
- Discipline and grievance information;
- Data concerning your use of our IT and communications systems;
- CCTV records and other electronic data such as door access records;
- Photographs

### *Post-employment Processing*

- Tax records and pension data;
- Employment reference data.

### *Special Category Data*

We may also collect and process data which is treated as ‘Special Category’ data, including;

- 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;
- Genetic information and biometric data;
- Trade union membership.

## 8. What we use your personal data for

### Fulfilment of contract

- To enable us to enter into and administer an employment contract with you.

### Other business purposes

- As necessary for our own legitimate interests or those of third parties, where such processing does not override your own rights and interests;
- For good governance, accounting, managing and auditing our business operations both internally and by third parties;
- For surveys of client experience and quality of our services;
- To monitor emails, calls, other communications.

### To comply with a legal obligation

- When you exercise your rights under data protection law;
- For compliance with legal and regulatory requirements;
- For the establishment and defence of legal rights;
- For activities relating to the prevention, detection and investigation of crime, and;

- To investigate complaints, legal claims and data protection incidents.

## 9. Processing of sensitive data

We will use your particularly sensitive personal information in the following ways if you are employed by us:

- We will use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment laws and other legislation.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.
- 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.
- We will use trade union membership information to pay trade union premiums, register the status of a protected employee and to comply with employment law obligations.

## 10. Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We do not that we will hold information about criminal convictions.

We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you during your employment with us. We may use information about criminal convictions and offenses as a consideration for your suitability for the role during the recruitment and selection process but also in respect of your ongoing employment.

## 11. The legal basis for processing

We will process your personal data under Article 6 (1) (b) of the UK GDPR, on the legal basis that processing is necessary for the **performance of a contract**. This may be a contract of employment in any capacity, or the terms governing appointment as a Consultant or Advisor to, or Director or Non-Executive Director of, the Company.

In addition, we may process your personal data on the following legal bases;

- **Legal obligation:** the processing is necessary for compliance with a legal obligation - Article 6 (1)(c);
- **Vital interests:** the processing is necessary to protect someone's life - Article 6 (1)(d);
- **Public interest:** the processing is necessary to perform a task in the public interest - Article 6 (1)(e);
- **Legitimate interests:** the processing is necessary for an organisation's legitimate interests or the legitimate interests of a third-party - Article 6 (1)(f).

Where we process Special Category data, we do so on one of the following legal bases;

- **Consent:** Where you have given your consent for the processing - Article 9 (2)(a);
- **Vital interests;** to protect your vital interests or those of another natural person - Article 9 (2)(c) or;
- **Substantial Public Interest:** in order to meet a public interest condition as specified in Schedule 1 of the Data Protection Act 2018 - Article 9 (2)(g), including but not limited to;
  - The prevention and detection of unlawful acts;

- Equality of opportunity or treatment;
- Prevention of fraud, and;
- Occupational pensions

## 12. Sharing of your personal data

Subject to applicable data protection laws we may share your personal data with;

- Sub-contractors and other 3<sup>rd</sup>-parties who support the operation of our business. All such processing will be limited to the purposes specified by us as the data controller;
- Pension administrators;
- Benefits providers;
- Occupational health providers;
- Our insurers;
- Our legal and other professional advisors, including our auditors;
- Fraud prevention agencies, credit reference agencies, and debt collection agencies;
- Government bodies and agencies including HMRC and the Health & Safety Executive;
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect your vital interests;
- To protect the security or integrity of our business operations;
- When we restructure or buy or sell our business or its assets or have a merger or re-organisation;
- Anyone other party where we have your consent or as required by law.

## 13. Transfers of data outside the UK

Where we transfer data for processing outside the United Kingdom, we will ensure that either;

- The country to which your data is transferred is deemed by the UK Information Commissioner to offer adequate privacy safeguards in accordance with the Data Protection Act 2018, or;
- Appropriate legal safeguards are in place to ensure your privacy rights and freedoms are maintained.

#### 14. [How long do we keep your data?](#)

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

#### 15. [Your rights under applicable data protection law](#)

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 [dataprotection@sutura.com](mailto:dataprotection@sutura.com) in writing.

#### *No fee usually required*

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

#### *What we may need from you*

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

#### *Withdrawing your consent*

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [dataprotection@sutura.com](mailto:dataprotection@sutura.com) . Once we have received notification that you have withdrawn your consent, we will no longer process your information for that purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## 16. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the details given at the top of this Notice.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data;

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>