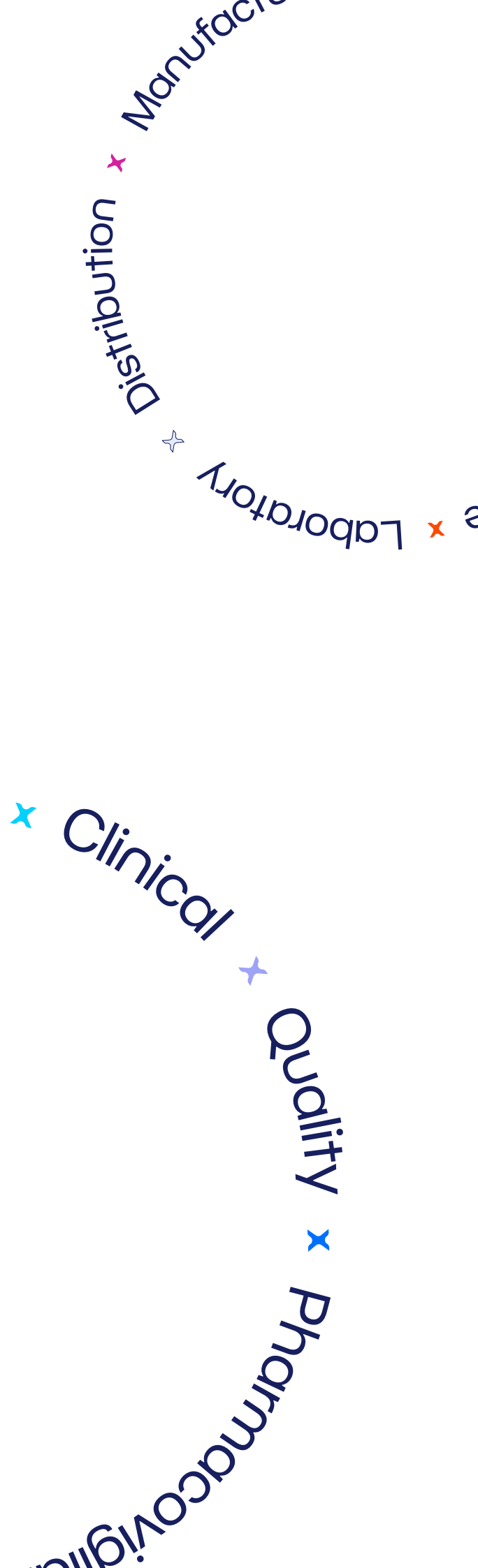




RRxCo.

Privacy Policy



Privacy Policy



RRxCo Ltd takes the privacy of our clients, candidates and consultants seriously, we are dedicated to protecting and respecting your privacy. This privacy policy describes the types of information we may collect from you or that you may provide to us, for instance when you visit the websites, applications, social media, software, and other services provided by or on behalf of RRxCo Ltd (including but not limited to www.rrxco.com), and our practices for collecting, using, maintaining, protecting, and disclosing that information.

Please read this privacy policy carefully in order to understand our policies and practices regarding your information and how we will treat it. This privacy policy sets out what we do with your personal data, including information we collect, how it is used and how you can control its collection, correction and deletion.

This policy has been produced in compliance with the European Union General Data Protection Regulations, UK General Data Protection Regulations and UK Data Protection Act 2018 to inform our customers, clients and business partners how and why we use personal data.

This privacy policy may change from time to time. Please check for updates. If you have any questions or comments regarding this privacy policy, please contact us at dataprotection@rrxco.com.



Privacy Policy



Who & what we do

We (RRxCo) are a Life Science Consultancy. We collect the personal data of the following types of people allowing us to operate as a business;

- 🔗 Prospective and placed candidates and contractors (including nominated consultants) for permanent or interim roles;
- 🔗 Prospective and live client contacts;
- 🔗 Supplier contacts to support our services;
- 🔗 Employees, consultants, and temporary workers.

We provide the following services, but not limited to;

Quality & Audit Services

- 🔗 External Audit Operations & Schedule
- 🔗 Management Internal Audit & Reporting
- 🔗 CAPA & External Remediation
- 🔗 Training & Development
- 🔗 Mock Inspection & Support
- 🔗 Regulatory Readiness framework
- 🔗 Supply of additional external SME contractors/
- 🔗 consultants Business & Improvement Consultancy

Search & Selection

- 🔗 Executive Search & Retained Search
- 🔗 Interim supply of Contractors/
- 🔗 Consultants Dedicated Resource
- 🔗 Programmes
- 🔗 Payroll
- 🔗 Recruitment Services

Privacy Policy



Why we need your data

RRxCo is committed to supporting clients, candidates, consultants within the Life Science industries (including but not limited to; Pharmaceutical, Biotechnology, Medical Device, Research, Advanced Therapeutics, Invitro Diagnostic), whether placing a permanent candidate in their sort after role or providing additional resource with external auditors to support a client's audit schedule.

How we use your data

Your personal data is essential for us to offer our services to you and our clients, we use your personal data to fulfil any of your requests and to send you appropriate and useful communications about our services.

- 🔗 We will use your data to identify suitable current job opportunities/assignments and future opportunities/assignments;
- 🔗 We will use your data to communicate newsletters, updates and news; along with the newsletters and updates we may choose to send you selected relevant service offers, such as CV writing, profile development advisors;
- 🔗 Our key suppliers have high standards of data management and cyber security:
 - Bullhorn International Limited is a UK company who comply with all applicable laws; UK GDPR, Data Protection Act 2018 and also certified under the EU-U.S. Privacy Shield Framework; so your data is held to approved standards of security and privacy; (<https://www.bullhorn.com/legal/model-clauses/>), which may be updated from time to time.
 - Microsoft Office 365 is accredited to high standards of data security, including **ISO/IEC 27018 (data security standards for cloud storage)**.
 - DocuSign is accredited to high standards for data security, including **ISO 20700 and PCI DSS**.

Privacy Policy



The legal basis upon which we rely to offer these services to you are:

🔗 **Legitimate Interest:**

Processing is necessary for the purposes of the legitimate interests as a business but only if necessary for the purpose we collect it for.

🔗 **Contractual basis:**

Processing is necessary in relation to a contract entered into or because an individual has requested this to be done so they may enter into a contract.

🔗 **Consent:**

The individual gives his or her consent to the processing of his or her data for a particular purpose, in this instance, consultancy services (inc. Quality & Audit Services) or recruitment services for example to help you find a new role.

🔗 **Compliance:**

Necessary for the compliance of a legal obligation

In line with GDPR, organisations can process your personal data where it "is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of you which require protection of personal data."

RRxCo's legitimate interest is as follows:

Candidates and Consultants

If you respond to one of our job adverts, submit your CV to us or have posted your CV on a job board or professional networking site, we believe it is reasonable for us to contact you, collect and use your personal data to provide our services to you. We need to do these things so we can match you to suitable roles and function as a business.

Privacy Policy



From time-to-time, we may use your data for administrative purposes to help streamline our business processes. We may also ask you to undertake a customer satisfaction or testimonial survey.

Clients

By processing your personal information under Legitimate Interest, you will receive any specific information you request, as well as allowing us to send you appropriate communications which includes, but is not limited to:

- 🔗 Our latest resources (blogs, case studies, eGuides, Reports etc.)
- 🔗 Information on our Consultancy (Quality & Audit Services) or Search &
- 🔗 Selection Services Invitations to our events or webinars or those we host or participate in.

You can manually opt-out of receiving these communications at any time by clicking the unsubscribe link at the bottom of emails or replying back to the received email with a request. Emails containing this type of information are identifiable by the presence of an Unsubscribe link at the bottom of the email.

To ensure that we provide you with the best service possible, we store your personal data and/or the personal data of individual contacts at your organisation as well as keeping records of our recommendations, conversations, SMS/digital messenger, meetings, registered jobs, interviews and placements.

From time to time, we may also ask you to undertake a customer satisfaction or testimonial survey.

Privacy Policy



We will share your personal information with:

- 📧 Any member of our group both in the EEA and outside of the EEA.
- 📧 Selected third parties including:
 - Bullhorn International Limited who operates our cloud-based customer relationship management system which comply with applicable laws regarding the collection, use and retention of personal information.
 - clients for the purpose of introducing candidates to them;
 - candidates for the purpose of arranging interviews and engagements;
 - clients, business partners, suppliers and sub-contractors for the performance and compliance obligations of any contract we enter into with them or you;
 - subcontractors including email marketing specialists, advertisers, event organisers, payroll intermediaries, payment, and other financial service providers;
 - analytics and search engine providers that assist us in the improvement and optimisation of our site;
 - credit reference agencies, our insurance broker, compliance partners and other sub-contractors for the purpose of assessing your suitability for a role where this is a condition of us entering into a contract with you.

Privacy Policy



We will disclose your personal information to third parties:

In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets. If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights, property, or safety or those of our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

The lawful basis for the third-party processing will include:

Their own legitimate business interests in processing your personal data, in most cases to fulfil their internal resourcing needs;

satisfaction of their contractual obligations to us as our data processor; for the purpose of a contract in place or in contemplation;

to fulfil their legal obligations.

How we share information

Candidate's personal data

RRxCo will never share a candidate's or consultants personal details with a third party without explicit consent. We will then only share personal details with participants involved in the hiring process or statement of work/consultancy services.

Any personally identifiable information you elect to make publicly available on our website, such as posting comments on a blog, will be available to others. If you remove information you have made public on our website, copies may remain viewable in cached and archived pages of our website or if other users have copied or saved that information.

Privacy Policy



Should RRxCo be acquired in the future, we may share your personal data with the (prospective) new owners.

Non-personal identifiable information

RRxCo may share non-personally identifiable information (such as anonymous usage data, referring/exit pages and URLs, platform types, number of clicks, etc.) with interested third parties to help them understand the usage patterns of our website.

Instances where we are required to share your information

RRxCo will only disclose your information where required to do so by law if subject to subpoena or another legal proceeding.

Testimonials

RRxCo display personal testimonials of satisfied candidates, consultants, and clients on the RRxCo website. With your consent, we may post your testimonial along with your name and job title. If you wish to update or delete your testimonial, please email dataprotection@rxco.com.

How we store and process your personal data

RRxCo seeks to ensure the security of personal data. All personal data is stored on our secure server, our database (Bullhorn) and CMS (LinkedIn Recruiter).

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA").

Privacy Policy



It may be transferred to third parties outside of the EEA for the purpose of our consultancy (quality & audit services), search & selection (recruitment services) services. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. This includes staff engaged in, among other things, our services and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

How long do we store your personal data

RRxCo will retain your personal data for as long as is necessary to perform our duties. Your consent includes explicit permission to retain your personal data for up to 36 months. After this period, providing we have not engaged in meaningful communication, we will delete your personal data with the exception of your name and contact number. We conduct annual purges of our system.

Privacy Policy



Your Rights

Please be aware you have the following data protection rights;

- 🔒 The right to be informed about the personal data we process;
- 🔒 The right of access to the personal data we process on you;
- 🔒 The right to rectification of your personal data;
- 🔒 The right to erasure of personal data in certain circumstances;
- 🔒 The right to restrict the processing of your personal data;
- 🔒 The right to data portability in certain circumstances;
- 🔒 The right to object to the processing of your personal data that was based on public or legitimate interest;
- 🔒 The right not to be subjected to automated decision-making and profiling;
- 🔒 The right to withdraw consent at any time.
- 🔒 Further information on your rights is provided below.

Privacy Policy



Access to information

To request access to the personal information we hold on you, please email dataprotection@rrxco.com. Once RRxCo has verified your identity, we will fulfil your request within 30-days by sending a copy electronically, unless the request expressly specifies a different method.

Information correction

RRxCo will update your personal record within 14-days of receiving an updated resume. In the unlikely event that your personal record is inaccurate, please email dataprotection@rrxco.com and we will update your record within 30-days of receiving your notification. If at any point you wish us to delete information about you, you can contact us.

Right of data transfer

To allow you to transfer your personal data between controllers, we will provide you with your data in a commonly used machine-readable and password-protected format. To request your right to data portability, please email dataprotection@rrxco.com.

Once RRxCo has verified your identity, we will fulfil your request within 30-days.

Right to erasure

If you wish to have your personal record deleted, please notify us by email at dataprotection@rrxco.com.

Once RRxCo has verified your identity, we will ensure your personal record is deleted within 30-days of receiving notification. To fulfil contractual obligations with our clients, RRxCo is required to retain evidence of candidate placements. In instances where placed candidates wish their record deleted, RRxCo will ensure only minimal personal data is retained.

Privacy Policy



Objection or Restriction to processing

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.

Complaints

If you have a complaint about how we store or handle your data, please in the first instance email complaints@rrxco.com and we will try and resolve as soon as reasonably possible.

If your complaint is unresolved or you still have concerns, you can complain in writing to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

United Kingdom

Privacy Policy



Additional

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Changes to our Privacy Policy

Any changes we make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

Contact

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to dataprotection@rrxco.com.

C03-V1-2022