



PRIVACY NOTICE FOR CANDIDATES

What is the purpose of this document?

DaVita International Limited (hereinafter “DaVita”, “we” and “us”) is registered at Building 7, Chiswick Park, 566 Chiswick High Road, London, W4 5YG and acts as the data controller regarding the collection, use, transfer, and processing (together referred to as “processing”) of certain personally identifiable information about candidates and is committed to protecting your privacy rights. DaVita is a DaVita International Group Company, headquartered in London, and part of DaVita, Inc., a healthcare provider focused on transforming care delivery to improve quality of life for people receiving dialysis treatment globally. This notice is relevant where you are applying for work with us (whether as an employee or contractor, part-time or fixed-term worker, agency staff or volunteer). 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.

For further information about our collection of data online, please see our [Website Privacy Policy](#).

The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal data about you:

- the information you have provided on our application form, including name, title, address, telephone number, personal email address, employment history, qualifications and licences;
- the information you have provided to us in a CV and covering letter; and
- any information you provide to us during an interview.

We may also collect, store and use the following “special categories” of more sensitive personal data: information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

How is your personal data collected?

We collect personal data about candidates from the following sources:

- you, the candidate;
- your named referees, from whom we obtain a reference in respect of candidates to whom an offer is made; and
- from publicly accessible source results of professional social media searches such as LinkedIn.

How we will use information about you

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

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

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint candidates to open roles.

It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers who act on our behalf. We will ensure appropriate safeguards, such as the European Commission approved standard contractual clauses, are in place to protect the privacy and integrity of such personal data. You can obtain information concerning such safeguards from dataprivacyinternational@davita.com, where applicable.

Data security

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

How long will you use my information for?

Successful applicants

If your application for employment or engagement is successful, personal data gathered during the recruitment process will be transferred to our HR management system and retained during your employment in accordance with our staff privacy policy.

Unsuccessful applicants

If your application for employment or engagement is unsuccessful, we will usually retain your data on file for 6 months after the end of the relevant recruitment process to the extent necessary to enable us to comply with any legal obligations or for the exercise or defence of legal claims (subject to any applicable legal or regulatory obligations to retain such information for a longer period).

We may wish to retain your data for a further period of 6 months on the basis that a further opportunity may arise in future and we may wish to consider you for that. If so, we will write to you separately, seeking to retain your

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please click [here](#).

Right to withdraw consent

When you applied for this role, you may have provided consent to us processing your personal data for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact dataprivacyinternational@davita.com. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Complaints

You have the right to lodge a complaint with the UK Information Commissioner if you are unhappy with how your personal data is being handled.

Further Information

If you require any further clarification regarding this privacy notice, please contact our Data Protection Officer:

Email: dataprivacyinternational@davita.com

Post: Building 7, Chiswick Park, 566 Chiswick High Road, London, W4 5YG

or contact our HR department using the contact details provided to you as part of your application.

Changes to this Privacy Notice

We reserve the right to change this Privacy Notice at any time. Where appropriate we will notify you of any material changes relevant to the processing of your personal data. This Notice was last updated in June 2021.