



PRIVACY STATEMENT AND PRE-EMPLOYMENT SCREENING PROCESS

JOB APPLICATION, CV AND ANY ADDITIONAL INFORMATION PROVIDED DURING INTERVIEW PROCESS

The information you provide to us will be stored electronically within the GlaxoSmithKline (GSK) computing environment.

Together with any additional information received by GSK during the recruitment process, it will be used by authorised data users, who may include GSK affiliates, subcontractors and third party agencies who are engaged to carry out recruitment screening for GSK, to evaluate your qualifications and experience for job opportunities within GSK worldwide.

By accessing and using this site, you agree and consent to the collection, use, transfer, storage and disclosure of your personal information as outlined in this Privacy Statement.

INFORMATION ON ETHNICITY, GENDER AND AGE

GSK is proud to promote an open culture, encouraging people to be themselves and giving their ideas a chance to flourish. Our policy is to treat applicants equally irrespective of race, religion, colour, ethnic or national origin, gender, sexual orientation, disability, age or marital status.

As part of the application process, you will be required to enter information on your ethnicity, gender and age. This information will be used to monitor the effectiveness of our equal opportunities policies in accordance with the Codes of Practice of the Equal Opportunities Commission and Commission for Racial Equality. This information will be used solely on an aggregate basis for monitoring and reporting purposes and will in no way affect selection.

PRE-EMPLOYMENT SCREENING – PRIOR TO AN OFFER OF EMPLOYMENT BEING MADE

Proof of entitlement to work in the UK

If you are invited to a final interview or assessment centre you will be asked to bring the following original documents with you to prove you can legally work in the United Kingdom:

One of the following:

- Passport showing that you are a British citizen, or have a right of abode in the United Kingdom; or
- A passport or national identity card showing that you are a national of a European Economic Area country or Switzerland; or
- A residence permit issued by the Home Office to you as a national from the European Economic Area or Switzerland; or
- A passport or other document issued by the Home Office endorsed to show that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom; or

- A passport or other travel document endorsed to show that you are entitled to stay indefinitely in the United Kingdom, or that you have no time limit on your stay; or
- A passport or other travel document endorsed to show that you are entitled to stay in the United Kingdom and do not require a work permit for the role which you are applying for; or
- If you have sought asylum in the United Kingdom, an Application Registration Card issued by the Home Office stating that you are permitted to take employment.

Or

A document giving your permanent National Insurance number and name **plus** one of the following:

- A full birth certificate issued in the United Kingdom, which includes the name of your parents; or
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; or
- A certificate of registration or naturalisation stating that you are a British citizen; or
- A Home Office letter or Immigration Status Document showing that you are entitled to stay in the United Kingdom indefinitely, or that you have no time limited on your stay; or
- A Home Office letter or Immigration Status Document showing that you are entitled to stay in the United Kingdom and undertake the role which you are applying for.

Or

A work permit or other approval to take employment issued by Work Permits UK **plus** one of the following:

- A passport or other travel document showing that you can stay in the United Kingdom and undertake the role which you are applying for; or
- A Home Office letter confirming that you are able to stay in the United Kingdom and undertake the role which you are applying for.

The information is required to carry out a basic identity check and also to verify your entitlement to work in the United Kingdom, in accordance with the Company's obligations under the Immigration, Asylum and Nationality Act 2006. Copies of these documents will be taken at the interview or assessment centre.

PRE-EMPLOYMENT SCREENING – WHEN JOB OFFER HAS BEEN MADE

If your application is successful and you are offered a job with GlaxoSmithKline, the offer will be conditional on pre-employment checks being carried out to the Company's satisfaction. This will involve checking that the details you have supplied in your application form are accurate and complete, and carrying out additional checks into your background and circumstances where it is appropriate to do so.

These checks will be carried out by the Company and its external pre-employment screening provider, The Security Watchdog ("TSW") Employment Services. Both the Company and TSW will be data controllers in respect of your data for these purposes. You will be required to sign a declaration at the outset of the screening process to give your authority for TSW to carry out the relevant checks and contact the relevant third parties.

If an issue is identified during the pre-employment screening process, the Company will contact you to discuss the issue. Following this, a decision will be made as to whether or not to continue with the offer of employment.

The information you provide during the pre-employment screening process will only be used to assess your suitability for employment.

The checks which will be carried out and the people or organisations who will be contacted are:

All roles

- Verification of home address – TSW will require you to provide relevant documentation if you are not on the electoral roll for the address you give.
- Confirmation of your qualifications, as stated on your application form. The information will be obtained by TSW from the institution which issued the certification.
- Checking references. A minimum of two employment references (or tutor / supervisor references if applicable) which are satisfactory to the Company. These must cover as a minimum period the last five years. TSW will contact your referees, but references will not be sought from your present employer until you signify your consent on the pre-employment screening form, or until the date which you state on that form.
- You must also disclose to TSW any periods of self employment or work via agencies (giving details of the agency) within the last five years. TSW will advise you of the documentary evidence required for periods of self-employment (e.g. tax and company records) and will check periods during which you were working via an agency directly with the relevant agency. If you have been travelling during this period, you will need to provide TSW with copies of the stamped dates in your passport to verify travel dates, or if you were unemployed you will need to give details of the relevant job centre.
- Membership of any organisation which opposes the Company's activities, and whether you have made any statements objecting to the Company's activities. These checks will be undertaken by GSK Corporate Security and Investigations against information held in their "SecVet" database.
- Whether you have, at any time, been dismissed by GSK for gross misconduct, or whether you resigned from GSK prior to the conclusion of an investigation into potential gross misconduct. GSK will not employ anyone whose employment was terminated in these circumstances.
- Whether you have, at any time, been a complementary worker on assignment to GSK whose assignment was terminated by GSK for conduct which would have amounted to gross misconduct had it been committed by a GSK employee. GSK will not employ anyone whose assignment was terminated in these circumstances.
- Confirmation from the Company's Employee Health Management Department ('EHM') that you are fit to undertake the duties of your post, with or without reasonable adjustments. This is necessary to ensure that the Company protects the health and safety at work of yourself and others, and complies with any obligations it has under the Disability Discrimination Act 1995. You will be required to complete a Health Capability Questionnaire, and Job Demands and Potential Hazards Form, which will be sent directly to EHM. EHM will carry out the necessary checks and provide the relevant confirmation to the Company. They will not disclose details of any medical condition, but will disclose to line management (and where appropriate Human Resources) the implications of such a medical condition on your ability to carry out the role, and will advise on any accommodations which are required for the performance of the job.

Where required for the role

- Memberships of professional bodies. The information will be obtained directly from the relevant professional body.
- If the role you are applying for has responsibility for vital company assets or information, we will ask you whether you have committed any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974, and whether you are facing any criminal prosecutions. You will be asked to authorise TSW (via Disclosure Scotland or International Criminal Searches) to progress a Basic Disclosure Criminal Records Bureau check and you may be required to complete the application form where this cannot be completed by TSW. If you have an unspent conviction this may result in a withdrawal of an offer of employment; however this decision will be taken on a case by case basis and will be dependent on the role which you are applying for.
- If the role you are applying for has responsibility for vital company assets or information, we will ask you whether you have been declared bankrupt or had civil proceedings taken against you by creditors, including county court judgements, and TSW may obtain a credit reference check. You will be informed during the recruitment process if these checks are necessary.
- Whether you, or close family or friends, are currently, or have previously been, a director of a company. TSW will carry out checks to verify the information you provide to them.
- Where driving is a requirement of the role (i.e. sales representatives), details of your driving licence and any endorsements, which TSW will check with the Driver and Vehicle Licensing Agency.

You will be advised if any of the above checks are necessary.

RETENTION TIMES FOR RECRUITMENT-RELATED DOCUMENTS

NB: After the relevant retention period, any manually held records will be shredded and any electronic files will be permanently deleted from the GSK and TSW systems.

Information on ethnicity and gender

Your personal data will be retained in accordance with the general retention times for recruitment-related documents (see below). The aggregate monitoring data, from which you cannot be personally identified, will be kept indefinitely.

Interview documentation

Hard copy and email interview documentation, including applications/CVs, interview notes and assessment and selection documentation, will be retained for two years from the hire/transfer date of the job.

Successful job applications

If your application for a role is successful your job application including your CV; copies of documentation proving your entitlement to work in the United Kingdom; any worker registration document from the Home Office; confirmation from the Company's Employee Health Management Department that you are fit to undertake the duties of your post; and the Pre-Employment Screening Report from TSW (including the report from the Company's Corporate Security Department) will be held on your personal file. This documentation will be kept in accordance with the Company's Records Retention Policy as it relates to employment records. The information obtained by TSW will also be retained by TSW for 24 months.

Unsuccessful job applications

If you are unsuccessful in your application for this role, then GSK would like to retain your CV on file for a period of two years in order to consider you for future roles which we think may be of interest to you. If, during this period, we identified a role which we considered may interest you, then we would contact you to ask whether you would like us to progress an application and to give you an opportunity to submit an updated CV. In this event, we will retain your CV, and the other documentation relating to your original application (including the copies of documents proving your entitlement to work in the UK, where these have been taken), for a period of two years.

If you do not wish us to do this, then please contact the UK Recruitment Helpline on 020 8047 4777. In this event, we will retain your information on file for a period of six months for compliance reasons, but we will not contact you in connection with future vacancies.

If you are offered the job, but are unsuccessful at pre-employment screening stage, a copy of the relevant report (Pre-Employment Screening Report and/or the report from the Company's Employee Health Management Department) will be retained by the Company and/or by TSW for 24 months. In the event that you fail a SecVet check, the report from GSK Corporate Security and Investigations will be held on the Company's files indefinitely.

Job Alert

If you set up a Job Alert, we will keep your email address, together with the job search criteria which you input into the system, in order to match your search criteria against vacancies. This information will be retained until you decide to unsubscribe from the service; each email we send you will contain an unsubscribe option.

Leads Database

Information retained in the Leads Database will be retained for a period of two years. If, during this period, we identified a role which we considered may interest you, then we would contact you to ask whether you would like us to progress an application and to give you an opportunity to submit an updated CV. If at any stage you decide that you do not wish us to retain your information, then please contact the UK Recruitment Helpline on 020 8047 4777 and your information will be deleted.

SECURITY OF PERSONAL DATA

Your personal data will be protected by GSK through organisational, operational and technological security controls and will only be accessed by individuals with a legitimate business need to see the data.

HOLDING OF, OR ACCESS TO, PERSONAL DATA OUTSIDE THE UK

As a multinational company, GSK processes data at sites around the world. As a result GSK databases may be accessible by authorised persons in countries outside the European Economic Area, and data may be processed by those individuals.

Although the level of protection of personal data provided for by the laws of different countries in which GSK operates may vary, the Company will make every effort to ensure that any processing by the Company (or its agents) outside of the EEA will be carried out in a way which provides equivalent protection to that contained within the Data Protection Act 1998, and to the standard applied by the Company within the EEA.

If you do not wish your information to be transferred in this way, then please contact the UK Recruitment Helpline on 020 8047 4777. Your details will be removed from the database and we will not progress your application further.

ACCESS TO YOUR INFORMATION

If you wish to access your recruitment records you should put a request in writing to the Data Protection Officer, Corporate Secretariat, GlaxoSmithKline Services Unlimited, 980 Great West Road, Brentford, Middlesex TW8 9GS, enclosing a cheque for £10 made payable to GlaxoSmithKline Services Unlimited.

The Company will either arrange a convenient time and date for you to view these on Company premises and take copies if necessary, or send a copy of the records to your home address. This will be done as soon as possible, and in any event within 40 days.