

## **Privacy Notice - Your Personal Data**

By and submitting a job application, you are providing us with your personal data. These terms set out the way in which that personal data will be used and processed by Adaptimmune.

### **What is personal data?**

Personal data is any information from which we may be able to identify you, or any other individual, for example your name, address, telephone number, e-mail address, data of birth, current salary details, background (including education details and work history).

### **Who is responsible for looking after my personal data?**

By submitting your application your personal information will be sent to Adaptimmune. Decisions relating to that personal data and access to that personal data will be made by Adaptimmune Limited and companies within the same group as Adaptimmune Limited. Please note certain of these companies are based outside of the EU, in particular in the United States.

For the purposes of data protection legislation in the EU, Adaptimmune Limited will be the data controller for your personal data. Its registered address is at 60 Jubilee Avenue, Milton Park, Abingdon, Oxfordshire, OX14 4RX, UK. We will take reasonable technical and organisational measures to ensure that your personal data is kept secure and confidential but we cannot guarantee such security. If you have any questions about your personal data or wish to exercise any of your rights in relation to your personal data, please reach out to [privacy@adaptimmune.com](mailto:privacy@adaptimmune.com).

### **What will we use your personal data for?**

- Your personal data will be used as reasonably necessary to assess and progress your application for work at Adaptimmune Ltd or if relevant one of its affiliated companies. Your personal data will be accessed by members of the HR team and should your application progress to the next stage, to individuals within Adaptimmune who are responsible for or involved in taking a decision on whether your application is successful or not.
- We may also use your personal information to contact you in the future where further job opportunities become available.
- We may also use your personal information to assess your suitability for employment (such as contacting references, verifying qualifications, etc.).

Your personal data may also be provided to third parties who provide services on our behalf in relation to your application or the application process. For example, we may provide your information to third parties who are verifying qualifications on our behalf and to third parties who you have indicated are prepared to provide you with a reference. We may also provide your personal information to third parties where we have a legal obligation to do so.

### **Please do not submit any sensitive personal data in support of your application unless requested to do so.**

Sensitive personal data could include: racial or ethnic origin, political opinions, religious or philosophical beliefs, religious, party, or trade-union membership, as well as data concerning health, genetic code, addictions, or sex life, and data relating to convictions, decisions on penalty, fines, and other decisions issued in court or administrative proceedings. Other than where such sensitive personal data is requested, we do not want to receive such personal data and will delete any sensitive personal data we receive.

In the United States Adaptimmune gives applicants an opportunity to voluntarily self-identify their race and ethnicity. Adaptimmune uses this information to comply with its Equal Employment Opportunity reporting obligations. Adaptimmune does not use this information to make employment decisions or for any other

purpose. For users providing this information that are located outside of the United States, Adaptimmune reserves the right to delete such information from its databases.

### **Can I withdraw my personal information?**

You can request that we cease processing your personal information at any time. If you request that we cease processing your personal information, we will cease processing and delete your personal information. However we may archive part or all of your Personal Information for the purpose of complying with any laws, regulations or other legal actions that may impose such an obligation on Adaptimmune.

### **How long will you retain my personal information?**

Your Personal Information will be maintained in our database for a maximum period of twelve (12) months from your most recent update, or a longer or shorter period if required by local law. Additionally, in some countries, regulatory requirements exist that mandate the retention of data for a specific period of time if an individual is under consideration for a particular opening.

If you are offered and accept a position of employment with Adaptimmune, your personal information may be transferred into Adaptimmune's human resources database and become subject to Adaptimmune's privacy policies and procedures. A copy of Adaptimmune's Privacy Policy may be obtained on request from [privacy@adaptimmune.com](mailto:privacy@adaptimmune.com).

### **Can I amend my personal information?**

You may access, modify, supplement, or update your profile/personal information by contacting the Adaptimmune Human Resources team.

### **I have questions about my personal information, my application or the processing carried out by Adaptimmune, who can I contact?**

If you have any questions please contact Adaptimmune HR. If you have any concerns relating to the way in which we are processing your personal information or you wish to exercise any of your rights relating to your personal information, please contact [privacy@adaptimmune.com](mailto:privacy@adaptimmune.com)

Your consent.

By continuing with and submitting my application, I am agreeing to the following:

1. I have read and understood the statements made in this consent form and the ways in which my personal data will be stored and processed;
2. To the storing and processing of my personal information by Adaptimmune, members of the Adaptimmune group of companies and third parties working on behalf of Adaptimmune as set out in this consent form;
3. To the storing and processing of my personal information outside of the European Union and to the transfer of personal information between the EU and the United States;
4. To the storing of personal information for the periods set out above;
5. I understand that I can withdraw my consent at any time;