

## PRIVACY STATEMENT FOR JOB APPLICANTS

### Overview

We understand that your privacy and the security of your personal information is extremely important. This Privacy Statement describes how we collect, use, disclose and otherwise process personal information in connection with your job application and other data collection forms provided by you to Silence. Silence respects the privacy of individuals and is committed to maintaining the personal data we hold about you in accordance with applicable legal requirements.

In this Privacy Statement, we refer to this personal information as “personal data”, which means any information relating to an identified or identifiable natural person. This is the same definition as under Article 4 of the Regulation (EU) 2016/679 (General Data Protection Regulation and the UK General Data Protection Regulation and Data Protection Act 2018 (together, “GDPR”).

### Who we are

Silence Therapeutics plc (together with its affiliates, “Silence”, “Company” “we”, or “us”) is a public limited company incorporated under the laws of England and Wales with company number 02992058. Our registered office is located at 27 Eastcastle Street, London W1W 8DH, United Kingdom

### How do we use your personal information?

As data controller (as defined in GDPR), Silence will use the personal data collected for the purposes of:

- considering you for suitable employment vacancies within Silence;
- communicating with you at various stages in the selection process; and
- if you are the successful applicant, for on-boarding, including verifying your right to work or for relocation and visa/work permit services, if applicable.

We expect to hold personal data about criminal convictions only: (i) where we are legally able to do so; (ii) if it is appropriate given the nature of the role, (iii) to determine suitability for a role; and (iv) to carry out our obligations to our employees and to the general public.

### What sorts of personal data do we hold?

- Data that you provide to us such as your name, address, telephone number, email address, and information on your application or CV when you apply to a job posting or otherwise communicate with us;
- Data provided on your CV or application necessary for decision-making about your application to a job posting;
- Your account login details for any application platforms we use, including your username and password (as applicable);
- Data about whether or not you want to receive communications from us; and
- Data about any device you have used to access our job postings, including your device’s make and model, browser or IP address. We may try to identify which app or website you used and when and how you used it.

### Cookies and similar technologies

We use necessary cookies to provide you with a good browsing experience. We also use cookies to analyse traffic and site performance. For more information please see our full [Privacy & Cookies Notice](#).

### Our legal basis for processing your personal data

Legal Basis	Purpose
<b>Contract</b>	Necessary to perform our contractual obligations to you or to take pre-contractual steps at your request, such as issuing an offer letter to you or preparing a contract of employment for you following a decision to make an offer of employment.
<b>Legal Obligation</b>	Necessary to comply with our legal or regulatory obligations, such as reference requirements as necessary for the particular job.

Legal Basis	Purpose
<b>Vital Interests</b>	Necessary to protect the vital interests of the relevant individual or of another natural person, such as providing access to our premises for interviews for persons with a disability, where applicable.
<b>Consent</b>	When we have obtained your prior explicit consent, including in the case of special categories of personal data (such as your health data).
<b>Legitimate Interest</b>	Necessary for the legitimate interests of Silence, and the data processing does not unduly affect your interests or fundamental rights and freedoms.

Examples of the “legitimate interests” referred to above are:

- To determine whether a candidate or potential candidate’s skills, qualities and experience are suitable for a role within Silence, and to determine whether or not to make an offer of employment.
- To verify the accuracy of information you have provided to us as part of your application, including through reference checks and background screening (if required as part of the considerations in making an offer of employment to you).
- To benefit from cost-effective services, efficient solutions and subject-matter expertise, e.g. we may opt to use certain IT platforms offered by suppliers for human resources solutions. We may also share personal data with another Silence entity so that a team with the appropriate subject-matter expertise can provide advice or support.

#### **International transfer of personal data**

We may need to transfer your data outside of the UK and EU to the United States, where shortlisting and decision-making may be managed by Silence personnel for that particular job posting. Any transfers to Silence personnel in the United States will be subject to intra-company data sharing agreements which incorporate the EU and UK Standard Contractual Clauses as applicable.

#### **Personal data received through third parties**

We may receive your personal data from a third party, such as a recruitment agency. In such event, Silence and the third party will each be independent controllers and Silence will not be responsible for the third party’s management of the personal data provided to them. If you wish to make a subject access request in connection with such personal data, you may need to make separate requests to Silence and to the third party.

#### **Who may we share your personal data with?**

We may also share the personal data you submit in connection with your application with the following types of organization: recruitment agencies (if you have applied via the recruitment agency), companies that provide testing or pre-employment checks if appropriate to the role applied for (in which case you will be notified in advance) and relocation service providers (as applicable).

#### **How long will we keep your personal data for?**

We will retain your personal data for no longer than is necessary. If you are not subsequently employed, the personal data you provide to us during the application process and interview notes will be stored in our computer systems for a period of 6 months in line with the UK Defamation Act 1996 and German requirements. We will only retain the applications of unsuccessful applicants in the form of a “talent pool” database where we have received explicit consent from the applicant.

#### **Your rights**

You have the right to request access to, rectification or erasure of personal data that we hold about you as well as a right to object to and to a restriction of our processing of your personal data. UK-resident applicants have the right to lodge a complaint about us with the Information Commissioner’s Office ([ICO](#)) if you have concerns about how we process your personal data; EU-resident applicants have the right to lodge a complaint about us with [Berliner Beauftragte für Datenschutz und Informationsfreiheit](#).

#### **Contact**

If you would like to know more about how we handle personal data that we hold about you, please contact our Data Protection Officer at [dpo@silence-therapeutics.com](mailto:dpo@silence-therapeutics.com).