

Advanced Medical Solutions Group Recruitment Privacy Policy

We thank you for your interest in Advanced Medical Solutions Group.

The web page for recruitment and the recruitment system are under the responsibility of Advanced Medical Solutions Limited, Premier Park, 33 Road One, Winsford Industrial Estate, Winsford, Cheshire, CW7 3RT, United Kingdom, and/or the applicable legal entity of the Advanced Medical Solutions Group of companies to which you are applying, acting as joint controllers, referred to hereinafter as “AMS”, “AMS Group”, “us”, “our” and “we”.

We are committed to protecting the privacy and security of your personal data and this policy informs you of the way in which your personal data can be collected, stored, used and processed by AMS, when you apply to an open job position within the AMS Group or when you send a speculative application.

SmartRecruiters is intended to be AMS’ only recruitment tool. No application will be processed outside of the system (paper and e-mail applications will be automatically rejected).

By applying to AMS, you acknowledge and declare that you have read and agreed with this Recruitment Privacy Policy and therefore agree that your data will be collected, stored, used and processed by the legal entities of the AMS Group, under the terms and conditions specified below (application, profile and recruitment). By providing your contact details, you agree that AMS can contact you for recruitment purposes.

I - Principles of Data Protection

AMS has adopted the following principles to govern our use, collection, processing and disclosure of personal data. These principles have been established to create a uniform standard across the AMS Group taking account of the laws in the jurisdictions where we operate.

AMS’s core principles provide that personal data must:

- Be processed fairly and lawfully and to the extent required under local law with valid and informed consent;
- Be obtained for specific and lawful purposes;
- Be kept accurate and up to date;
- Be adequate, relevant and not excessive in relation to the purposes for which it is used;

- Be processed in accordance with the rights of individuals;
- Be kept secure to prevent unauthorised processing and accidental loss, damage or destruction; and
- Not be transferred to, or accessed from, another jurisdiction where these core principles cannot be met unless it is adequately protected.

II - Purposes of Processing

AMS collects, stores, uses and processes the personal data that you provide only as part of managing its recruitment process and its Curriculum Vitae database, also for directly informing you of new opportunities if you have created an alert, as defined hereunder (in Section IV). This data, in anonymised form, will also be able to be processed for statistical analysis and reporting purposes to assess the visit frequency of our website and the recruitment process.

In all cases, AMS undertakes to comply with European Regulations and any applicable laws and regulations relating to privacy and personal data protection.

III – The data that AMS collects and processes about you

Personal data, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

AMS collects and processes personal data that is appropriate to the recruitment process, job profile and limited to personal data that is necessary for assessing the suitability of your professional skills with the profile of the vacant posts. To apply to an open position at AMS, you have to provide your CV which is processed as summarised in the table below.

Types of data	Collection	Use	Disclosure
Mandatory Information such as full name, email address, telephone number, mobile number and	Data will be collected in our SmartRecruiters information system when you apply for a vacancy and stored in the same too.	Personal data will be used to: – process your job application and communicate interview dates;	Personal data: – may be transferred to other companies within the AMS Group, and to service providers who support the

<p>country of residence.</p> <p>Professional career data: i.e. are you an employee of AMS or availability.</p> <p>Further optional information including title, address, date of birth, professional education, training and experience information, skills, qualifications and references and their contact details, work permits and salary information.</p> <p>Other information attached to your application e.g. CV and covering letter.</p>	<p>The SmartRecruiters information system may also collect the following data: IP address, log, web pages visited.</p>	<p>– inform you if your application is of interest, and we may use the information provided for other suitable roles.</p>	<p>operation of our business;</p> <p>– profile will be destroyed no later than 24 months from the date of the last unsuccessful job application (unless a shorter legal period is defined in the country in which the position is open).</p>
---	--	---	--

AMS do not seek to collect or process data that is considered to be sensitive (racial origin, ethnicity, philosophical or religious opinion, health or sexual preferences) to fill a post within the AMS Group unless the law of a country makes it compulsory to do so, so that appropriate adjustments may be made in the recruitment process if required, or for positions aimed at promoting the principle of non-discrimination where provided by law. In this case, you will be informed and will have to expressly agree to it. Other sensitive information such as identification documentation will only be requested later in the recruitment process and be required to be provided by you, upon acceptance of an offer of employment.

IV – Creating an alert to advise you of job offers

You can create an alert on the “Careers” page of our websites so that you can be advised of future professional opportunities available within the AMS Group. To do this, complete a form with the following information:

- Identification data: full name, email address
- Job offer data: keywords, position, level of experience, type of contract, location

This data is managed by the SmartRecruiters information system in accordance with its privacy policy at the following address:

<https://www.smartrecruiters.com/legal/candidate-privacy-policy/>

V – Recruitment Process

The recruitment process can be started in different ways:

- a. An application for a specific offer (You can apply by sending your on-line profile, uploading your CV or by manually completing the available form and sharing it with the AMS Group, it is your responsibility to ensure that your data is accurate and up to date. You should obtain the prior consent of your references and their contact details before sharing them with us); or
- b. A speculative application (You can reach out to us, upload your CV or by or by manually completing the available form and sharing it with the AMS Group, it is your responsibility to ensure that your data is accurate and up to date.)
- c. A recommendation from your professional network with your consent (You can refer a friend which means that the contact details, and/or the CV of a friend interested in a role will be sent to the AMS Group. It is your responsibility to ensure that, prior to sharing their details with us, they agree to their personal data being sent to the AMS Group. The person recommended will be asked by email to confirm their interest in the role and to give their consent for the processing of their data by the AMS Group.

In all of the above ways, you agree that your profile and personal data are included in our SmartRecruiters information system and are visible and accessible to the AMS Group recruiters.

In the event of a successful application, your personal data will be used as part of the employer-employee/contractual relationship under the terms and conditions stipulated by the applicable laws and regulations. This data will be transferred from the SmartRecruiters information system to the relevant AMS human resources administration team concerned for staff/employment management purposes and where applicable to other relevant third parties such as payroll services, pensions, tax authorities, company share schemes or other benefit providers. In the event of such transfer to a relevant third party, we will ensure that appropriate organisational and technical measures are in place including placing contractual obligations (a mechanism of transfer in accordance with applicable laws and regulations) on those third parties to keep your personal information safe and secure and to only process it in accordance with our instructions.

VI – Recipients of the Personal Data

The recruitment process is dealt with firstly by the AMS human resources team, then the recruiters and the managers of the departments for which the jobs are available. These managers, as well as the recruiters, may belong to various entities across the AMS Group as we work collaboratively across the AMS Group. Therefore your data may be transferred and used across the AMS Group globally.

Your personal data may also be shared with service providers such as recruitment agencies, recruitment test providers etc. that AMS work with as part of its recruitment process. These service providers will have access to your personal data only where it is strictly necessary for their tasks. In the event of such transfer to a relevant service provider, we will ensure that appropriate organisational and technical measures are in place including placing contractual obligations (a mechanism of transfer in accordance with applicable laws and regulations) on those third parties to keep your personal information safe and secure and to only process it in accordance with our instructions.

The SmartRecruiters information system for our recruitment process is hosted within the European Union. Candidates residing outside the European Union are informed that processing the data associated with this hosting will be done in accordance with applicable European data protection regulations. You can oppose this by exercising your rights described below, however such objection may mean that you may not be able to access our services.

Your data can only be sent to public establishment, authorities, government or other law enforcement body, regulatory bodies or organisations if permitted by applicable law or regulation.

In the event that our AMS business or any part of it is sold to or integrated with another business, your details may be disclosed to our advisers and to any prospective purchaser and its advisers and will be passed to the new owners of the business.

VII – How long AMS retains Personal Data

We retain your personal data used as part of our recruitment process and our CV Database for the period necessary for managing your application and no longer than the limits provided for in the respective local regulations.

In the case of all applicants, personal data (contact details, the CV and the profile) will be automatically deleted after 30 days in the absence of their consent.

In the case of recommendation from your professional network, personal data (contact details, the CV and the profile) of the applicant will be automatically deleted after 30 days in the absence of their consent.

Upon receipt of your consent to processing for recruitment purposes, in all cases the maximum period of retention of your personal data configured at a profile (not individual application) level, in order to enable us to contact you again and to offer you other positions that may be of interest to you, will be a maximum of 24 months from the date of the last unsuccessful job application, unless a shorter legal period is defined in the country in which the position is open.

In the case of hired candidates, personal data will be transferred to the relevant AMS human resources administration team and form part of your HR file, governed by your contract of employment and associated terms and conditions.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

VIII – Your rights of access, correction, erasure and restriction of personal data

In accordance with the applicable privacy and data protection regulation, you have the right to access the personal data that relates to you, so that you can add to it, amend it, correct it, remove it or oppose its processing on legitimate grounds.

To exercise this right, you must provide proof of your identity (if we have a reasonable doubt of your identity) and clearly set out the nature of your request (i.e. by telling us what right you wish to exercise and in respect of what personal data) in writing to one of the following:

- Via the SmartRecruiters information system, which will then be actioned by an AMS administrator
- Email to: DataPrivacyManager@admedsol.com

- Letter to: Data Privacy Manager, Advanced Medical Solutions Limited, Premier Park, 33 Road One, Winsford Industrial Estate, Winsford, Cheshire, CW7 3RT, United Kingdom

IX – Security of the Personal Data collected

We use technical and organisational security measures in order to protect your personal data and to prevent the destruction, loss or alteration, access or unauthorized disclosure, or the accidental or illegal modification. The transfer of data between your local browser and our SmartRecruiters information system is encrypted via https.

Our employees or contractors who have access to your personal data undertake to keep it confidential.

The fact that we allow access to other websites via hypertext links does not make us responsible for the practices relating to private data of these websites.

For information relating to Cookies, please refer to our Cookie Policy at <https://admedsol.com/cookies/>

X - Contact

For any questions regarding our Recruitment Privacy Policy or how we handle your personal data, please contact us using any of the following:

- Our Human Resources team;
- Email to: HR-UK@admedsol.com ;
- Letter to: Human Resources Team, Advanced Medical Solutions Limited, Premier Park, 33 Road One, Winsford Industrial Estate, Winsford, Cheshire, CW7 3RT, United Kingdom

You can also send questions, requests or complaints regarding your personal data to our Data Privacy Manager using DataPrivacyManager@admedsol.com or by letter to the address in Section VIII.

XI – How to Make a Complaint

It is regrettable for us, if we cannot always get things right and we receive a complaint. We take all complaints seriously and can assure you we will do our best to deliver a satisfactory outcome. You should direct all complaints relating to how AMS has processed your personal data to the Data Privacy Manager using DataPrivacyManager@admedsol.com or by letter to the address in Section VIII. AMS will aim to acknowledge all complaints within 30 days, and reply without undue delay; this allows us time to investigate your complaint thoroughly.

AMS Group are required to inform the Data Privacy Manager immediately if they receive a complaint relating to how AMS has processed personal data so AMS' complaints procedure can be followed.

For further information, you can consult the Data Protection Authority website of your country. For EU residents, please find your national Data Protection authority on the following link: https://edpb.europa.eu/about-edpb/board/members_en. Additionally you also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues on the following link: <https://ico.org.uk/make-a-complaint/> .

XII – Changes to the Recruitment Privacy Policy

We reserve the right to update this Recruitment Privacy Policy at any time without notice, except if such modifications contain substantial changes that may affect individual's rights under applicable privacy and data protection laws, in which case you will be notified of such changes by a prominent notice at the beginning of this Policy.

This privacy notice was last updated on 24th November 2025.