

Kiadis Recruitment Privacy Notice

Kiadis Pharma Netherlands B.V. and its group companies are committed to protecting your privacy. This recruitment privacy notice ("Notice") describes how Kiadis processes and protects the personal data of all job applicants, candidates and other persons who visit the recruitment website of Kiadis, who apply for a position with Kiadis or who are in any other way subject to of the recruitment process of Kiadis ('you').

When you are successful in your application, this Notice will no longer apply.

1. General information

Your prospective Kiadis employer and Kiadis Pharma Netherlands B.V. (located at Paasheuvelweg 25A, 1105 BP in Amsterdam, the Netherlands) ('we' or 'us' or 'Kiadis') are the controller of your personal data as both Kiadis organisations are involved in the recruitment and hiring process.

2. Processing personal data from candidates

In order to submit a job application, you must create an account on this recruitment website. To create this account, we need you to provide your name, telephone number and e-mail address. Via your account, you can attach your application letter, resume, or other documents that you would like to submit to us.

Kiadis collects and processes your personal data for recruitment and selection purposes, to be able to assess candidates and to conclude contract with the candidate. These interests include processing activities in the scope of assessment of your application, verifying the information received via the application or as otherwise publicly available on you, performing pre-employment screenings, evaluating your eligibility to work at Kiadis and contacting you for future positions that suit your skills and capabilities. The personal data in relation to immigration status (last category in below list) enables Kiadis to take necessary legal administrative and regulatory steps prior to entering a contract. Kiadis will take all reasonably required steps to ensure that your personal data processed are relevant for the recruitment and selection process, and that they are accurate, complete and kept up to date for carrying out the purposes described in this Notice. *[In case you are not able or willing to provide the personal privacy data needed for the recruitment and hiring processes, we will not be able to proceed with these steps.]*

The following categories of personal data may be collected and processed by Kiadis for the above purposes:

- personal details (e.g. name, contact details, languages spoken, gender, date of birth, place of birth, social security number, marital/civil status, nationality)
- employment history and educational information (e.g. details in your job application and resume, other details on education and development, employment history, drivers' license, information obtained via reference checks)
- position (e.g. position of interest, title, location, full-time/part-time, possible terms of employment)
- compensation and payroll (e.g. possible salary, bonus, benefits, compensation type, salary step, stock options and other awards, currency, pay frequency, effective date of compensation)
- immigration status (e.g. citizenship, passport data and identity card data, details of residency or work permit).

3. Sensitive personal data

During the recruitment and selection process, we may need to collect certain data viewed as 'sensitive' because they reveal intimate characteristics. Such sensitive data shall be used by us only within the strict limits set out by applicable local law, and may include the following:

- Your photo or video image may be processed by us for site access and security reasons, including the pre-employment screening. Photos may also be processed to remove or reduce inequality or to ensure diversity in staffing.
- Criminal data (including data relating to criminal behaviour, criminal records or proceedings regarding criminal or unlawful behaviour) may be processed by us to make a decision on you for eligibility for the position within Kiadis and for further pre-employment screening and monitoring.

4. Personal data access and transfer

During the recruitment process, information of candidates will be accessed internally only by those Kiadis employees who are directly involved in the recruitment and hiring process, including the relevant hiring manager and the Talent Acquisition Team of Kiadis Pharma Netherlands B.V.

We may also need to share personal data with third parties in the context of any of the purposes for using personal data set out in this Notice (paragraph 2). These third parties are:

- Kiadis group companies for the purpose of providing central processing facilities, due to the global nature of Kiadis' shared IT systems;
- third party service providers where this is needed to provide us with products or a service, such as hosting, data analysis, information technology and related infrastructure provisions (e.g. managing our online employment application process), relocation companies and background check agencies;
- professional advisors (such as accountants, auditors, or lawyers).

Our third-party providers may be located in the Netherlands, other countries in the European Economic Area ('EEA') or elsewhere in the world. When personal data are stored by us, including by a third party engaged by us, we will ensure an adequate level of protection of the transferred data outside the EEA. We require service providers and professional advisors to use appropriate measures to protect the confidentiality and security of the personal data and to use candidate information only to process Kiadis employment applications. Where such international data transfer takes place from an EEA country to a recipient in a country that has a different data protection regime, we will ensure that this international data transfer will not negatively affect the level of protection of your personal data and is based on appropriate safeguards including EU Model Clauses or Binding Corporate Rules. Information on such safeguards and where relevant a copy of these measures may be obtained via the contact details mentioned in this Notice.

5. Security

We will take appropriate legal, technical, physical and organizational measures to protect your personal data from misuse or accidental, unlawful or unauthorized destruction, loss, alteration, disclosure, acquisition or access taking into account the risks involved. These will in any event be in line with market standards and shall be consistent with applicable privacy and data security laws and regulations.

6. How long do we retain your personal data?

We will retain your personal data for as long as legally required or for as long as necessary for any of the purposes listed in this Notice. These retention terms are based on local laws and our internal guidelines.

We will delete the personal data relating to your application within four weeks after your application has been rejected, unless you consent to us retaining your information for another twelve months for future positions. We will remove your account and any personal data related to it after two years of inactivity.

We will take reasonable steps to destroy or anonymize personal data we hold if it is no longer needed for the purposes set out above or after the expiration of the defined retention term.

7. Your rights

Please keep your personal data up to date and inform us of any significant changes. You have the right to request an overview of your personal data processed by, or on behalf of us.

If your personal data are or have been subject to the European General Data Protection Regulation, you have the right to request an overview of your personal data processed by or on behalf of us and you also have the following other rights:

- You can request us to rectify or complete personal data which we have on you and which are incorrect, incomplete or have not been processed in accordance with applicable data protection law.
- You can ask Kiadis to restrict the processing of your personal data, for example during the period that we check your request to rectify your personal data.
- You have the right to have your personal data deleted or destroyed by us. We will not comply with such request where we have reasons, such as statutory (e.g. tax or other legal) retention requirements to keep your personal data.
- You can request Kiadis to provide you with a structured, commonly used and machine-readable copy of the personal data that you have provided to us. In those cases, you also have the right to have us transfer such personal data to a third party without hindrance.
- You can object to the processing of your personal data by us. We may request you to state reasons related to your specific situation.
- Where the processing of personal data by Kiadis was based on your consent, you can withdraw this consent at any time. Your withdrawal has no consequences for the lawfulness of the processing of personal data before the withdrawal of your consent.

All your rights are subject to applicable data protection laws and other relevant laws and regulations and to Kiadis guidelines and policies. Requests that do not meet the requirements set out by applicable law or Kiadis guidelines and policies may be requested to be re issued or ultimately denied and that certain categories of personal data may be exempt from such access, correction and deletion requests pursuant to applicable data protection laws and regulations.

8. Contact

If you wish to exercise any of your above rights or if you have a complaint about how your personal data is processed by us or about our privacy and data protection practices in general, you can contact us via recruitment@kiadis.com. Alternatively, you can reach us at privacy@kiadis.com or at +31 (0)20 240 52 50. You can also reach the Dutch data protection officer of Kiadis using the same contact details. Subject to applicable data protection law, you have the right to submit a complaint to your local Data Protection Authority.

9. Update of this Notice

Any updates of this Notice that are issued during any ongoing application process will be provided to you via the e-mail address or other contact details you have made known to us. The latest version of this Notice will always be published on the Kiadis website (www.kiadis.com).