

## Privacy Information Notice for Job Applicants

**1. Data Controller and DPO.** The data Controller is Stemline GmbH or the Menarini Group Company where you are applying for a job position through the portal (also the “Platform”) or where you are being interviewed by (“we”, the “Company” or the “Controller”). The Company may be reached at Grafenastrasse 3, 6300 Zug, Switzerland or the Company headquarters (i.e. A.Menarini Industrie Farmaceutiche Riunite srl, with registered office at via dei Sette Santi, 3 50131 Florence, Italy) and/or by writing to the Data Protection Officer (“DPO”) of the Menarini Group ([dpo@menarini.com](mailto:dpo@menarini.com)).

**2. What data we process.** With your consent, we process the personal data you provide with the application form. These data include, in particular, your name, contact details, areas of professional interest, employment status, “protected worker category” status, employment relationship with Government Agencies/Public Administration, information pertaining to your professional expectations, your educational background, your skills and experience, your CV, the additional information you may provide in the course of our contacts as well as the data which the Controller may collect, also from third parties, in the course of its activities (“Data”). In order to assess the application you have submitted by means of the application form, you need to confer the required Data and consent to the their processing: in case you withhold the Data or consent, we will be unable to move forward with the application process. In any case, please be informed that we may process your Data also without your consent, in order to meet legal obligations, to exercise our legal rights in court, to pursue our legitimate interests and in all cases mandated by arts. 6 and 9 of Regulation (EU) 2016/679 (“GDPR”), where applicable.

**3. For which reason we process your data and how.** We process the Data only for the purpose of assessing the applications we receive to evaluate the possibility of starting an employment relationship and/or collaboration with the Company, pursuant to arts. 6.1.(a), 9.2.(a) and 9.2.(b) of the GDPR. Data may in any case be processed, also without your consent, to meet legal obligations (art. 6.1.(c) GDPR), to enforce the Code of Conduct of the Menarini Group, and to exercise our legal rights in court (arts.6.1.(f) and 9.2.(f) GDPR). Data are entered in the company information system in line with the applicable privacy laws, including the aspects pertaining to security and confidentiality and in accordance with the principle of fair, lawful and transparent processing. We will store the Data for two years in order to assess your application and are subsequently erased. In exceptional circumstances (e.g. positions that are still open, or that are soon to be re-opened) it is possible that Data may be stored for longer periods, in any event no longer than necessary to achieve the goals for which they were collected. All Data are processed both manually and electronically - in any case measures will be taken to ensure security and confidentiality.

**4. Who may access your Data.** Data are accessible by the Company’s staff authorised to process personal data and particularly to HR staff, to staff belonging to the offices that are interested in your professional profile, to administrative staff, IT technicians and other staff members that need to process them to perform their job duties. Data may be communicated, also in non-EU countries (“Third Countries”) to (i) institutions, authorities, government agencies for their institutional functions, as well as legitimate recipients as set out by the applicable laws; (ii) professionals, collaborators (including those working as sole professionals or in partnership); third parties and providers of which the Company avails for commercial, technical and professional services (e.g. IT or cloud computing providers); (iii) third parties in case of mergers, acquisition or company/branch take-overs; (iv) the Supervisory Body of the Company, based at the Company’s address, for the pursuit of its supervisory activities and for the enforcement of the Code of Conduct of the Menarini Group. Data may be communicated, also in Third Countries, to other Companies of the Menarini Group for the same purposes and/or for administrative/accounting purposes, pursuant to art. 6.1.(f) and Recital 48 GDPR. Such entities will use them only for the purposes indicated above and shall process them in compliance with the applicable laws on data protection. With the exception of the above, Data will not be shared with third parties, or published/disseminated. Data Recipients shall process them, as the case may be, as data controllers, processors, or persons authorised to the processing, in compliance with the applicable laws on data protection. Regarding any transfer of Data outside the EU, including countries whose laws do not afford the right to personal data privacy the same level of protection as EU Law, the Controller informs that the transfer shall in any event take place in accordance with the methods permitted by the GDPR, such as, for example, on the basis of the user’s consent, on the basis of the Standard Contractual Clauses approved by the European Commission, by selecting parties enrolled in international programmes for free movement of data or operating in countries considered safe by the European Commission.

**5. Your rights.** By contacting the Company or the DPO at the above addresses or by submitting a privacy request through the Platform, you may at any time exercise the rights afforded by Articles 15-22 of the GDPR, including the right to obtain an updated list of those who may access your Data, obtain confirmation of the existence of Data pertaining to you in our databases, check the Data’s content, origin, correctness, location (also with reference to any Third Countries), request a copy thereof, request their rectification; in the cases provided by the law, request the restriction of their processing, their erasure, oppose to direct contact activities. Likewise, you may always make observations on specific issues regarding processing operations of your personal Data which you regard as incorrect or unjustified by your relationship with the Company to the DPO, or lodge a complaint with your national Data Protection Authority (the contact details for all European national Data Protection Authorities can be found by visiting the following link: [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080)). You may at any time withdraw the consent you have conferred to the Processing of your Data, although this will not affect the lawfulness of the processing carried out before withdrawal.