

## **A. Information on data protection regarding the application platform**

Thank you for your interest in a position within the Boehringer Ingelheim Group. Before you proceed with your application, we would like to inform you about how we process and protect your personal data.

The operator of the application platform is Boehringer Ingelheim GmbH, Binger Strasse 173, 55216 Ingelheim am Rhein, Germany.

Please note that, depending on the location as well as the respective Boehringer Ingelheim company to which you are applying, valid laws or additional provisions may apply (e.g. for companies based in the European Economic Area or the USA). You will find a description of these special provisions in section VI.

### **I. Use of your personal data**

The processing of your personal data takes place for the purpose of processing your application, meaning to assess your suitability for the position to be filled, as well as to carry out administrative tasks relating to your potential hiring, such as scheduling appointments.<sup>1</sup> Furthermore, with your consent, you will become part of the worldwide Boehringer Ingelheim applicant pool, enabling us to notify you of other interesting positions.<sup>2</sup>

Provided that you have already entered into an employment relationship with a Boehringer Ingelheim company, internal data protection directives may also potentially apply.

### **II. Who has access to your personal data?**

Due to the corporate structure of Boehringer Ingelheim, various companies within the group may potentially receive your personal data for the processing of your application:

- The company to which you have applied for the position
- Other Boehringer companies whose relevant departments or HR units are involved in the processing of your application
- Boehringer Ingelheim International GmbH as the operator of this application platform
- Your data may be passed on to third-party companies for the purpose of carrying out assessments, tests, background checks and other activities in connection with the selection and validation of applicants and application documents.
- Technical service providers who process the data under the supervision of Boehringer Ingelheim.

*Example: you apply for a position with Boehringer Ingelheim Ltd. (United Kingdom). Employees from the relevant department in the USA (Boehringer Ingelheim Pharmaceuticals, Inc.) and the HR department in Germany (Boehringer Ingelheim Pharma GmbH & Co. KG) are involved in the processing of your application. Consequently, employees from all three companies receive and process your personal data.*

In the event that you are hired, your data will be transferred from the application platform to the personnel management system of the Boehringer Ingelheim Group.

### **III. Your access to your data and your rights**

You can consult and edit or deactivate the data that you have uploaded as well as your applicant profile at any time directly via your applicant account. Here, you can also withdraw your application for a vacant position at any time. Changes to or deactivations of your applicant profile may possibly have an impact on your pending applications.

If you would like to revoke your consent to the storage, processing and publication of your profile and application data within the Boehringer Ingelheim Group and want the data in your applicant account to be deleted, please contact [GBSComplianceandQuality@boehringer-ingelheim.com](mailto:GBSComplianceandQuality@boehringer-ingelheim.com), stating your name and the e-mail address you used for the application.

You are also entitled to receive at any time information regarding the personal data stored and to receive the data that you have provided in a common, machine-readable format, or to transfer said data to a third party. In justified cases, you may request the correction or the restriction of processing for your data. If your data is transferred to countries outside of the European Economic Area, you are entitled to request information regarding the protection of your data and, if applicable, a copy of the agreement specifying the appropriate protective measures for your personal data.

To exercise these rights, please contact our data protection officer at [datenschutz@boehringer-ingelheim.com](mailto:datenschutz@boehringer-ingelheim.com).

If you have any further concerns regarding the processing of your data, you can also contact your relevant data protection authority. Boehringer Ingelheim International GmbH is under the jurisdiction of the Rhineland Palatinate Commissioner for Data Protection and Freedom of Information ([poststelle@datenschutz.rlp.de](mailto:poststelle@datenschutz.rlp.de)).

### **IV. Security of your personal data**

The security of your personal data is important to us. For this reason, the information you share with us is kept confidential. We take appropriate precautions to protect personal data against loss, misuse, unauthorized access, disclosure, modification, and destruction.

### **V. Log data and cookies**

When you visit the website, we process log data (e.g. IP address, the website visited previously, time and date, content shown, information on the browser and operating system). Collecting log data is technically required in order to enable you to use our website (the legal basis is Art. 6(1) b) GDPR). The log data is stored for as long as is required for the respective purpose, but generally no longer than 14 days.

We use cookies (small text files that are stored in your browser) and may also use similar technologies such as web beacons (hereinafter referred to as “cookies”).

## **1.1 Necessary cookies**

Necessary cookies are required in order for the website to function properly. They provide basic functions such as site navigation, access to secure areas of the website or the language settings. We store these necessary cookies for up to 12 months.

## **1.2 Cookies that require your consent**

### **1.2.1 Website optimisation**

If you agree to the “Optimisation” section in our cookie banner, we will place cookies that will make navigating our website more convenient for you, for example by storing your search requests or enabling you to share job openings on social media. These cookies are stored for up to three months.

We work with the following partners:

#### **Adobe Analytics (Omniture)**

If and for as long as you agree, we will use cookies from Adobe Analytics, a web analysis service provided by Adobe Systems Software Ireland Limited (“Adobe”). Adobe Analytics uses cookies on behalf of Boehringer Ingelheim in order to analyse the entire data traffic and user behaviour. The lifespan of the cookies ranges from the current session up to three years. The IP address collected by the cookies is shortened prior to geolocation. It is then replaced by a generic IP address. Adobe will not link your IP address to other information from Adobe. You can prevent Adobe from collecting and using information (cookies and IP address) by making use of your options under <http://www.adobe.com/privacy/opt-out.html> (link is external) or changing your settings here. The analyses help us to improve our services.

The cookies associated with this service allow us to do the following:

- create a unique ID for users and track users beyond our various domains,
- determine whether cookies are activated,
- record statistics regarding the user’s visits to the website,
- determine the time (in days) between two visits from the same visitor,
- determine the number of visits of an individual user.

### **1.2.2 Marketing cookies**

With your consent, we will use marketing cookies that provide you with a more convenient user experience of our website and allow our partners (see below) to follow users to other websites in order to show advertisements that are relevant and appealing to the individual user.

We work with the following partners:

## LinkedIn

You can upload data from your LinkedIn account when you apply for a job. To do so, you must agree to LinkedIn placing cookies for the purpose of uploading the data, analysing your behaviour while uploading the data and interacting with LinkedIn for their statistical evaluation, and showing advertisements on LinkedIn or other networks. You can find information on how LinkedIn (LinkedIn Ireland, Wilton Plaza, Wilton Place, Dublin 2, Ireland) processes your data at <https://www.linkedin.com/legal/privacy-policy>. Cookies required for the function of this service are stored for up to two years, while advertising cookies are stored for 30 days.

### 1.3 Withdrawing your consent

You can withdraw your consent at any time with effect for the future by clicking [here](#) and then activating the following icon that you will see at the bottom edge of your screen:



## VI. National data protection notices

Please note that the respective data protection directives of the country in which the position you are applying to is based will apply. If, for instance, your domicile is located within the European Economic Area and you are applying to a company that is based outside of the Economic Area (e.g. in China or the USA), the use of your data by these companies will not be subject to the European data protection directives and, therefore, a different level of protection will apply.

**Storage period:** if no specific storage period is indicated for the country in which you are applying, personal or personally identifying data is deleted after 36 months of inactivity in the application system.

Employees of Boehringer Ingelheim applying within the Boehringer Ingelheim Group may be subject to different local operating rules depending on the country and company which they apply to.

Below, you will find information regarding additional data protection requirements in relation to the location of the respective Boehringer Ingelheim company:

- Notice for applications in Argentina
- Notice for applications in Australia and New Zealand
- Notice for applications in Brazil
- Notice for applications in Canada
- Notice for applications in Colombia

- Notice for applications in the European Economic Area
- Notice for applications in Indonesia
- Notice for applications in Korea
- Notice for applications in Mexico
- Notice for applications in the Philippines
- Notice for applications in the Russian Federation
- Notice for applications in Turkey
- Notice for applications in the Ukraine
- Notice for applications in the USA

## **1. Notice for Applications in Argentina**

“The Data Protection Agency (Agencia de Acceso a la Información Pública), Supervisory Agency of Law N° 25.326, is entitled to receive claims and complaints filed for violation of personal data protection regulations.”

## **2. Notice for applications in Australia and New Zealand**

If you are applying for a position at a company based in Australia or New Zealand, the following additionally applies:

Where possible we collect your personal information directly from you. We may also collect personal information from third parties (where it is unreasonable or impractical to collect personal information from you directly or where you have authorised collection from such third parties) or from publicly available resources. If you do not supply us with the desired personal information, we potentially may not be able to fully and effectively process your application.

Subject to applicable privacy laws, if your personal information is no longer needed for any purpose for which it was collected or for which it may be lawfully used, we will either destroy it or permanently anonymise it.

The entities described above under "II. Who has access to your personal data?" include all of our affiliated legal entities as well as service providers. Some of our affiliated legal entities and service providers may be based overseas and so, in disclosing your personal information to these parties, your personal information may be transferred and stored overseas. We ensure that any organisations we disclose your personal information to, whether local or overseas, safeguard and protect your personal information and comply with applicable privacy laws.

Our data protection directive contains information on how you can file a complaint regarding a violation of your right to data protection and how we handle your complaint. You can send your questions on data protection, make a complaint, or access or update the personal information we hold about you by writing to our data protection officer at [privacyofficer.syd@boehringer-ingelheim.com](mailto:privacyofficer.syd@boehringer-ingelheim.com).

If you are not satisfied with the way in which we handle your question, request or complaint, you can contact:

- If you are located in Australia: the Office of the Australian Information Commissioner on 1300 363 992, email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au), or submit an online complaint form accessed at [www.oaic.gov.au/privacy/privacy-complaints/](http://www.oaic.gov.au/privacy/privacy-complaints/).
- If you are located in New Zealand: the Office of the Privacy Commissioner on 0800 803 909, email [enquiries@privacy.org.nz](mailto:enquiries@privacy.org.nz), or submit an online complaint form accessed at [www.privacy.org.nz/your-rights/making-a-complaint/](http://www.privacy.org.nz/your-rights/making-a-complaint/).

**Storage period:** personal or personally identifying data for applications in Australia and New Zealand is deleted after 12 months of inactivity in the application system.

### **3. Notice for applications in Brazil**

If you are applying for a position at a company based in Brazil or if you are in Brazil at the moment of collection of your personal data, the following applies:

Please note that the respective data protection directives in Brazil (LGPD – Law number 13709/2018) are applicable and, by submitting an application through this website, the applicant (data subject) acknowledges and accepts that the data in his/her curriculum and other personal data such as name, address, telephone number, gender, date of birth, email address, among others capable of identifying the data subject, will be electronically collected and processed for the purposes specified in this Term.

The data subject also understands and acknowledges that any sensitive personal data relating to ethnic and racial origin, relating to health or any other, may be processed for the purposes specified in this Term, provided that specific and prominent consent is given. Failure to provide consent for the collection of sensitive personal data will not prevent or hinder the submission of the application by the data subject and his/her participation in the selection process.

Boehringer Ingelheim do Brasil Química e Farmacêutica Ltda. will be the controller of the personal data.

If you have any doubts about the processing of your personal data, if you wish to revoke your consent or if you prefer to exercise any of the data subject's rights provided for in the LGPD and in this Data Privacy Term, please contact us informing your name and the e-mail address used in the application through the electronic address [DPOBrasil.BR@boehringer-ingelheim.com](mailto:DPOBrasil.BR@boehringer-ingelheim.com).

Use of data by companies headquartered outside Brazil: if you apply for a position in a company headquartered outside Brazil and your data is also processed by a Group

company outside Brazil, we will ensure an adequate level of security for the your data through the application of robust contractual clauses.

#### **4. Notice for applications in Canada**

If you are applying for a position based in Canada, the following additionally applies:

The entities described above under "II. Who has access to your personal data?" includes all of our affiliated legal entities as well as potential 3<sup>rd</sup> party service providers.

#### **5. Notice for applications in Colombia**

By submitting the application through this website, I declare, acknowledge and accept that in accordance with Law 1581 of 2012 and other applicable laws or regulations, I have been duly informed by Boehringer Ingelheim S.A. Colombia (hereinafter "BI") that the curriculum vitae data and other personal data such as name, address and contact telephone number, gender, date of birth, among others; they will be included in a database, formed by electronic means and will be treated according to the finalities contained herein. Understanding that these may involve sensitive personal data such as those that reveal my racial or ethnic origin, or any other, and I understand that I am in no way obligated to authorize their treatment. The Data Processing will have the same finalities contained in the accepted general privacy text.

I have also been duly informed by BI that I will be able to access my existing personal information in the BI database, as well as request, if applicable, the rectification or update of my data and that I may request, at any moment, the delete of my personal data from BI databases, and / or its affiliates, in whole or in part. I may also choose to revoke, at any time, my consent to the processing of my personal data. For the purposes set forth in this paragraph, I must submit my request in writing to BI. For this you can contact the email: [Legales.CO@boehringer-ingelheim.com](mailto:Legales.CO@boehringer-ingelheim.com) or phone number: (+57) (1) 3199100.

#### **6. Notice for applications in the European Economic Area**

If you are applying for a position at a company based within the European Economic Area, the following additionally applies:

**Data usage by companies based outside of the European Economic Area:** if you are applying for a position with a company that is based within the European Economic Area (such as Germany) and your data is also processed by a Group

company that is based in a country outside of the European Economic Area (such as a company based in the USA) for which there is no applicable appropriateness resolution from the European Commission, we will ensure an appropriate level of safety for your data with the use of standard contractual clauses that are provided by the European Commission.

**Sensitive data: please do not store sensitive data on the application platform.**

This especially applies to data regarding your health, your religion, your membership in a union or political party, your sexual life, your prior convictions or your addictions. This does not apply to specifically asked questions during the application process, where voluntary information on sensitive data, e.g. about disabilities, is requested.

**Storage period:** personal or personally identifying data for applications in the EU is deleted after 12 months of inactivity in the application system.

## **7. Notice for applications in Indonesia**

**Storage period:** personal or personally identifying data for applications in Australia and New Zealand is deleted after 12 months of inactivity in the application system.

## **8. Notice for applications in Korea**

If you are applying for a position at a company based in the Republic of Korea, the following also applies:

We process all the data listed in your application and your applicant profile, which includes: your name, your gender, your date of birth, your nationality, your academic career, and any other information that you have voluntarily provided us with for the purposes listed in section 1 (whereby, however, sensitive data and data that enables unmistakable personal identification, in accordance with the Korean law regarding the protection of personal data ("*Personal Information Protection Act, PIPA*"), are under no circumstances processed without obtaining your express declaration of consent for the specific instance of the processing of such data) and communicate this information to the entities listed in section 2 for the same purposes.

Subject to another provision in accordance with respective applicable law, your applicant profile, your application, and your personal data are stored, used, and made available until the aforementioned purposes of the Boehringer Ingelheim Group have been fulfilled. You are hereby informed of the fact that you are entitled to refuse to provide the following declaration; however, in the event of such a refusal to provide a declaration of consent, you will not have the ability to apply for hiring procedures

within group companies belonging to Boehringer Ingelheim through this application platform.

## **9. Notice for applications in Mexico**

PROMECO S.A. DE C.V. ("Promeco"), whose address is Maíz 49, Barrio Xaltocan, Xochimilco, C.P.16090, Mexico City, Mexico, and Anchor S.A. de C.V. ("Anchor"), whose address is Calle 30 No. 2614, Zona Industrial Calle 5 y Calle 7, C.P.44940, Guadalajara, Jalisco, Mexico, both belonging to the Boehringer Ingelheim group of companies, shall be responsible for handling your personal data and/or sensitive personal data, in accordance with the Federal Protection of Personal Data in the Possession of Individuals Act and its Regulations (the "Act").

This privacy notice covers sensitive personal data, which are data that may affect owners very personally, or the use of which may result in discrimination or create a serious risk for owners. In particular, sensitive data include those such as racial or ethnic origin, health (now and in the future), racial or ethnic origin (sic) genetic information, religious, philosophical and moral beliefs, membership of unions, political opinions or sexual preference.

Your personal data and/or sensitive personal data will be compiled, used, stored and, if applicable, transferred as established in the Act and herein.

### **(1) Data compiled and purpose of handling personal data and/or sensitive personal data**

The personal and/or sensitive personal data that Promeco and/or Anchor shall compile and handle may include:

- Full name
- Nationality
- Address (street, number, precinct, state, zip code)
- Telephone and/or cell phone number
- E-mail address
- Date of birth
- Marital status
- Tax number (RFC)
- Citizen's number (CURP)
- Professional license
- School record
- Current salary and fixed and variable benefits
- Employment record, including details of your current job and previous jobs
- Your health past and/or present
- Your goals, interests, skills and professional experience

Promeco and/or Anchor may only handle your sensitive personal data if you sign the privacy notice.

Your personal data and/or sensitive personal data may be used for: staff selection and recruitment; (ii) preparing and analyzing internal human resources statistics; (iii) checking the salary proposal submitted to successful candidates who will be employees of Promeco and/or Anchor); (iv) carrying out assessments to identify the skills for the position in question; (v) meeting the requirements established in local and international social security and health and safety regulations; (vi) carrying out medical checkups on new employees, indispensable in accordance with the aforementioned regulations; (vii) carrying out psychometric studies, and (viii) contacting owners during the selection process.

## **(2) Security measures when handling personal and/or sensitive personal data**

As Promeco and/or Anchor are responsible for the handling of your personal data and/or sensitive personal data, they shall observe the principles of lawfulness, consent, information, quality, purpose, loyalty, proportionality and responsibility established in the Act. Promeco and/or Anchor shall also meet all administrative, technical and physical security measures to protect personal data and/or sensitive personal against damage, loss, alteration, destruction or the unauthorized use, access or handling of said personal data and/or sensitive personal data.

## **(3) Transferring personal data and/or sensitive personal data**

Promeco y/o Anchor may share some or all of your personal data and/or sensitive personal data with the related companies of Promeco and/or Anchor, professional external advisors and/or other service providers who act as data controllers for and on behalf of Promeco and/or Anchor when necessary to meet the purpose established herein.

Promeco and/or Anchor shall ensure that said data controllers have suitable administrative, technical and physical security measures in place to safeguard your personal data and/or sensitive personal data, and that data controllers use your personal data and/or sensitive personal data solely and exclusively for the purpose for which they are provided and in accordance with the privacy notice and the Act.

Your personal data and/or sensitive personal may be transferred outside of Mexico for handling, by Promeco and/or Anchor and its related companies, or third parties acting on their behalf, and solely for the purposes established herein.

Promeco and/or Anchor may transfer your personal data and/or sensitive personal data to third parties under the circumstances established in the Act.

## **(4) Means to restrict the use or disclosure of your personal data and/or sensitive personal data**

You may restrict the use or disclosure of your personal data and/or sensitive personal data by submitting a request to exercise your ARCO rights, cancel your consent or refuse to allow your personal data to be used for the secondary purposes referred to later on in this document. As soon as we receive your request, we will enter it on our list to make sure that your personal data and/or sensitive personal data are not disclosed and used.

## **(5) How to exercise ARCO rights**

Owners may ask Promeco and/or Anchor to cancel and restrict their consent at any time and to access, rectify, cancel or oppose the handling of their personal data and/or sensitive personal data (“ARCO rights”), by sending their request to the following e-mail address: [datospersonales.mex@boehringer-ingenelheim.com](mailto:datospersonales.mex@boehringer-ingenelheim.com).

Requests to exercise ARCO rights must be submitted with the following:

- i. Name, address and contact details of the owner, for replying to requests.
- ii. Identity documents of owners, or those of their legal representative.
- iii. A clear and accurate description of the personal data and/or sensitive personal data for which ARCO rights are to be exercised
- iv. Any other information or document that makes it easier to locate the personal data and/or sensitive personal of owners.

Replies to requests for exercising ARCO rights will be given in twenty (20) business days as from when requests are received, duly completed.

This period may be extended once only, for the same length of time, provided that the circumstances so justify.

If any of the personal data and/or sensitive personal data of owners are inaccurate or incomplete, they must state the changes to made and provide all supporting documents to back their requests, in addition to the information referred to above.

Promeco and/or Anchor shall not be required to cancel personal data and/or sensitive personal data under any of the circumstances established in Article 26 of the Act.

## **(6) Changes to the Notice of Privacy**

Promeco and/or Anchor may change or update the privacy notice at any time, to comply with the Act or any other applicable law, so in this case, Promeco and/or Anchor shall advise you accordingly. Changes to the privacy notice may be consulted at [https://careers.boehringer-ingenelheim.com/sites/global/files/Documents/taleo\\_data\\_privacy/Taleo%20Global%20Data%20Privacy%20Statement%20EN.pdf](https://careers.boehringer-ingenelheim.com/sites/global/files/Documents/taleo_data_privacy/Taleo%20Global%20Data%20Privacy%20Statement%20EN.pdf)

## **10. Notice for Applications in Philippines**

If you are applying for a position at a company based in the Philippines, the following applies:

We process all the data listed in your application and your applicant profile, which includes: your name, your gender, your date of birth, your nationality, your academic career, and any other information that you have voluntarily provided us with for the purposes listed in section 1 (whereby, however, sensitive data and data that enables unmistakable personal identification, in accordance with the Data Privacy Act of 2012, are under no circumstances processed without obtaining your express declaration of consent for the specific instance of the processing of such data) and communicate this information to the entities listed in section 2 for the same purposes.

Subject to another provision in accordance with respective applicable law, your applicant profile, your application, and your personal data are stored, used, and made available until the aforementioned purposes of the Boehringer Ingelheim Group have been fulfilled. You are hereby informed of the fact that you are entitled to refuse to provide the following declaration; however, in the event of such a refusal to provide a declaration of consent, you will not have the ability to apply for hiring procedures within group companies belonging to Boehringer Ingelheim through this application platform.

In accordance with the Data Privacy Act of 2012, you as data subject have the following rights:

- Right to be informed – you have the right to be informed whether your personal data is being, or have been processed, including the existence of automated decision-making and profiling.
- Right to object - you have the right to object to the processing of your personal data, including processing for direct marketing, automated processing or profiling.
- Right to access – you have the right to reasonable access, upon written request, the contents of your personal data that were processed and the manner by which these were processed; the sources from which these were obtained; the recipients and reasons for disclosure, if any; date when your information was last modified; and information on automated processes where your information will be made as the sole basis for any decision that may significantly affect you.
- Right to rectify erroneous data – you have the right to correct any error in the personal data and if warranted, request immediate rectification.
- Right to erase or block – you have, based on reasonable grounds, the right to suspend, withdraw or order the blocking, removal or destruction of your personal data from to Boehringer Ingelheim’s filing system, without prejudice to BIPHI’s continuing to process personal data for commercial, operational, legal and regulatory purposes.
- Right to secure data portability - where personal data is processed by electronic means and in a structured and commonly used format, you have the right to obtain from Boehringer Ingelheim a copy of such data in an electronic or structured format that is commonly used and allows your further use.
- Right to be indemnified for damages – you shall be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data, taking into account any violation of your rights and freedoms as data subject
- Right to file a complaint - may file a complaint or exercise your rights above by reaching out to us through the contact details provided below. You may also raise privacy concerns to the National Privacy Commission through their website at [www.privacy.gov.ph](http://www.privacy.gov.ph).

If you have any questions about this privacy notice and our data processing activities or you wish to update any personal information you have shared with us, you may contact our Data Protection Officer by sending us an email at [DPOBIPHI.PH@boehringer-ingelheim.com](mailto:DPOBIPHI.PH@boehringer-ingelheim.com) or please write us with the following address: Boehringer Ingelheim (Philippines), Inc. 23rd Floor, Citibank Tower, Citibank Plaza, 8741 Paseo de Roxas, Makati City 1227, Philippines. . Also, for further knowledge and reference about your rights as data subjects and how can you exercise them, you may visit NPC's official website at <https://privacy.gov.ph/>

## **11. Notice for applications in the Russian Federation**

If you are a citizen of the Russian Federation, you hereby provide a voluntary, specific, deliberate, and informed declaration of consent that is within your power and intended for your own benefit for the processing of your personal data, which you have transferred to the Boehringer Ingelheim Group and its technical service providers. In particular, you transfer for processing by the aforementioned entities all your personal data indicated on this application platform, especially but not limited to: last name, first name, patronymic, date of birth, information on training and qualification, information on previous employment and professional experience, contact data (domicile address, telephone number, e-mail), passport data (series, number, place and date of issuance, including any foreign ID data), information on scientific works and publications, photo. Your personal data can be processed in one of the following ways: editing of personal data, including an action (procedure) or a series of actions (transactions) that are carried out with or without the utilization of automation technology with personal data, which includes the collection, the recording, the systematization, the accumulation, the storage, the further development (updating, modification), the acquisition, the use, the transfer (communication, granting of access), the cross-border transfer to Austria or Germany, the sale, the depersonalization, the blocking, the deletion, and the destruction of personal data. We store your personal data from the point in time you send it until the withdrawal of this declaration of consent and/or the point in time as of which the purpose of the processing is achieved (if this happens to occur earlier). If you release your profile for the application tool, the deadline for the processing of your personal data is two years from the last update of your profile.

## **12. Notice for applications in Turkey**

If you are applying for a position at a company based in Turkey, the following also applies:

**BOEHRINGER INGELHEIM İLAÇ TİCARET ANONİM ŞİRKETİ**

**Employee Candidate Clarification Text**

In accordance with the Law on Protection of Personal Data No. 6698 ("Law") and the relevant secondary legislation, this Clarification Text has been prepared for the purpose of informing the employee candidates about the procedures and principles regarding the processing of their personal data when they apply for a job at **Boehringer Ingelheim İlaç Ticaret Anonim Şirketi**, which is the data controller and located at Esentepe Mah. Harman 1 Sok. Nidakule Levent N.7-9 K.15/16, İstanbul, Turkey ("Our Company").

### **Purpose of Processing Personal Data**

**Your personal data is processed for the following purposes within the scope of the Company's human resources policies and recruitment process, within the framework of the personal data processing conditions specified in Article 5 of the Law:**

- a) **Carrying out our company's recruitment processes,**
- b) **Conducting security control processes.**

### **To Whom Your Personal Data Can Be Transferred and For What Purposes?**

Within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law and for the purposes of conducting the Company's recruitment processes and evaluating your eligibility for the job, **your personal data** may be shared with **Boehringer Ingelheim İlaç Ticaret Anonim Şirketi** and our Company's Group Companies abroad, the Company's business partners and third parties from which they receive services, transferred to suppliers that provide *servers, database and/or digital platform services at home or abroad (including countries that do not provide adequate protection) to be maintained on servers, databases and digital platforms located in the country or abroad, and disclosed to people you have included as a reference as part of performing reference checks.*

Unless you have provided your explicit consent by accepting the **Employee Candidate Clarification Text** via opt-in tool for the transfer of your personal data abroad, in the absence of conditions which do not require the express consent in Article 9/1 of the Law (*the country to which the data will be transferred being among those that provide adequate protection or signing a contract with the party to whom the data will be transferred and obtaining permission for the transfer from the Personal Data Protection Authority*), we inform you that we cannot transfer your personal data abroad.

### **Method and Legal Reason for Personal Data Collection**

Your personal data is collected electronically or physically, based on your job application to our Company, by e-mail during your job application and/or within the scope of the information and documents you have transmitted verbally or physically during your job interview and/or by getting information from the people you have specified in your references, pursuant to the performance of the employment contract that may be signed with our Company and the legitimate interest of our Company, in accordance with the personal data processing conditions specified in Article 5 of the Law.

We **do not require** you to submit any data in the nature of Sensitive Personal Data during your job application to and interview at our company. Sensitive Personal Data

include data on race, ethnicity, political thought, philosophical belief, religion, sect or other beliefs, appearance, membership to associations, foundations or unions, health, sexual life, criminal convictions, if any, and security measures and genetic data, and we kindly request that such data not be shared with our Company during your application or interview.

### **Your Rights as the Data Subject**

You can exercise the following rights by applying to the data controller Boehringer Ingelheim İlaç Ticaret Anonim Şirketi within the scope of the Law on the Protection of Personal Data No. 6698;

- a) Learning whether personal data is processed or not,
- b) If personal data has been processed, requesting information about it,
- c) Learning the purpose of processing personal data and whether they are used in accordance with its purpose,
- d) Knowing the third parties at home or abroad to whom personal data is transferred,
- e) Requesting the rectification of the incomplete or inaccurate personal data, if any, and requesting the notification of the transaction made within this scope to third parties to whom personal data are transferred,
- f) Requesting the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, and requesting the notification of the transaction made within this scope to third parties to whom personal data are transferred,
- g) Objecting to the emergence of a result against the person themselves upon analyzing the processed data exclusively through automated systems,
- h) Requesting that the damage be remedied, in case of any damage incurred due to unlawful processing of personal data.

To exercise your above-mentioned rights, you can contact [METAdataprotection.AE@boehringer-ingelheim.com](mailto:METAdataprotection.AE@boehringer-ingelheim.com) via e-mail or by any other method prescribed by the Personal Data Protection Board, together with the necessary information to identify you and your explanations about the right you wish to exercise. Your applications will be replied within a maximum of thirty (30) days as stipulated in the Law. If there is missing information or an incomprehensible matter in the information or documents submitted to us, we may contact you to eliminate the deficiencies and ambiguity to fulfill your request. Although it is essential not to charge any fees for the requests, the Company reserves the right to charge a fee based on the tariff of fees determined by the Personal Data Protection Board.

### **13. Notice for applications in Ukraine**

If you are applying for a position at a company that is based in Ukraine, the following also applies:

Data controller: the data controller responsible for your personal data is Boehringer Ingelheim RCV GmbH & Co KG, acting in Ukraine through the intermediary of Boehringer Ingelheim RCV GmbH & Co KG, with the following registered (and actual) business address: Ukraine, 04073, Kyiv, str. Stepan Bandery, 28-A.

Sensitive data (personal data for which the rights and freedoms of the data subjects are especially compromised): please do not store sensitive data on the application platform. This especially includes information regarding your racial, ethnic, or national origin, your political opinions, your beliefs of a religious or similar nature, your membership in political parties and/or organizations, in unions, in religious communities or in non-governmental organizations with an ideological orientation, your state of health, your sexual life, your biometric data, your genetic data, any data regarding criminal offenses committed by or criminal convictions against a natural person, any data regarding restraining orders issued against a natural person, any data regarding measures taken against a natural person on the basis of the Ukrainian law on operative investigation work, any data regarding the use of violence of any kind against a natural person, and any data regarding the locations visited and/or the routes traveled by a natural person.

Data use by companies based outside of Ukraine: if you are applying for a position at a company based in Ukraine, but your data is also being processed by a group company based outside of Ukraine (such as in the USA or in Germany), we will take measures to ensure an appropriate level of protection for such personal data in accordance with the Ukrainian law regarding the protection of personal data; furthermore, we also ensure that the respective personal data is only used for the purpose for which it is collected.

Rights of the data subject: you have the following rights with regard to your personal data.

The right to know the sources of collection, the location of your personal data, the purpose of its processing, the location and/or residence (registration) of the controller or processor of this personal data, or the right to grant a corresponding power of attorney for the authorized persons to receive such information, save in the cases provided for by law;

The right to receive information regarding the conditions of access to personal data, especially information regarding third parties who receive your personal data;

The right to access your personal data;

The right to receive an answer as to whether your personal data is being processed, as well as to receive the contents of your personal data within 30 days following the receipt of the request, provided there are no legal requirements to the contrary;

The right to send a justified request to the controller in order to object to the processing of your personal data;

The right to submit a justified request in order to obtain the modification or the destruction of your personal data by a controller or processor of this personal data if this data is being processed illegally or is inaccurate;

The right to protect your personal data against illegal processing and accidental loss, destruction, damage due to intentional concealment, non-delivery or delayed delivery of this data, as well as protection against the delivery of information that is inaccurate or that damages the honor, dignity, or business reputation of a natural person;

The right to file complaints regarding the processing of your personal data with the Ukrainian Parliament Commissioner for Human Rights or with a court;

The right to implement legal protective measures in case of violation of the laws regarding the protection of personal data;

When granting a declaration of consent, the right to restrict the processing of your personal data through reservations;

The right to withdraw the consent for the processing of personal data;

The right to receive information regarding the process in the event of automatic processing of personal data;

The right to protection against automated decisions that have legal consequences for you.

#### **14. Notice for applications in the USA**

If you are applying for a position at a company based in the USA, the following applies:

In relation to section III, please note that we may store the information you have provided as well as the changes and deletions of the information as part of our usual business practices and record them for US Equal Employment Opportunity reporting purposes, even in the event of the withdrawal of your application or the editing/deletion of your profile. In the event of the deletion of your applicant profile or your application, the deletion takes place in accordance with applicable law.