

# Applicant Privacy Notice



**JENAVALVE**

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## Applicant Privacy Notice

This Applicant Privacy Notice ("**Notice**") applies to all persons who apply for a job with a JenaValve entity until the application process has ended. Should we enter an employment relationship, the Employee Privacy Notice will apply to the processing of your personal data. For the avoidance of doubt, nothing in this Notice shall be construed as forming part of a contractual relationship between us and you.

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We recommend that you read this Notice in full to ensure you are completely informed about how we collect, process, share and protect your personal data.

## 1. Introduction

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The JenaValve legal entity with which you are applying for a job is primarily responsible for determining the purposes and means of the processing of your personal data as a controller. In this Notice, "**JenaValve**" ("**we**" or "**us**") refers to

- JenaValve Technology GmbH if you are applying for a job with this entity or
- JenaValve Production Ltd. if you are applying for a job with this entity.

This Notice describes how we handle personal data that we hold about applicants (collectively referred to as "**you**"). It sets out the personal data that we collect, how we process it, the purposes of the processing and the rights that you have in connection with it.

If you are in any doubt regarding the applicable standards, or have any comments or questions about this Notice, please contact us using the contact details under the "How to contact us" heading below.

## 2. Personal data we collect and process

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In the course of your application with JenaValve, we will process personal data about you and other individuals whose personal data has been provided to us.

### *Sources of personal data*

We collect this personal data from the following different sources:

- *Information that you provide directly*

When you are applying with us, the initial information about you that we process is likely to come from you directly: for example, contact details and information on your employment history.

- *Information from third parties*

In the course of the application process, we may receive personal data relating to you from others, including from recruitment agencies, academic institutions, references and other third parties.

### *Categories of personal data*

The table below describes the categories of personal data we collect about you and other individuals as well as the source of that information.

| Data Categories                | Personal Data Description                                                                                                                                                                                                                                                                                                                                                                         | Source                                                                                         |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Identity Data</b>           | Name, gender and nationality status.<br><br><i>For UK applicants only:</i> Information from and copies of related documents such as your passport or other identification and immigration information, passport number and national insurance number.<br><br><i>For German applicants only:</i> Applicants from non-EU countries must present a visa and the approval from the employment agency. | <ul style="list-style-type: none"> <li>• Directly from you</li> <li>• Third parties</li> </ul> |
| <b>Contact Data</b>            | Home and business address, personal telephone number, personal email address.                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Directly from you</li> <li>• Third parties</li> </ul> |
| <b>Employment History Data</b> | Former and current: Job titles/positions, office locations, employment start and leaving dates and references and potentially feedback from such references as well as certificates of your education.                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Directly from you</li> <li>• Third parties</li> </ul> |
| <b>Background Data</b>         | Age, date of birth, gender, academic/professional qualifications, education and CV/résumé.                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Directly from you</li> <li>• Third parties</li> </ul> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                          |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Sensitive Personal Data</b>  | <p><i>For the UK only:</i> After you have signed your employment contract with us, you will receive a health questionnaire as part of a medical screening conducted by our external third-party occupational health provider. The purpose of the questionnaire is to assess any potential health risks related to your specific job role and your employment with us generally.</p> <p>If your role does not involve any particular health risks, the questionnaire will focus on general health questions, which are necessary due to various workplace hazards on our premises. However, if your position entails specific health exposures, the questionnaire will include additional, more detailed questions relevant to those risks.</p> <p>Once completed, your responses will be sent directly to the occupational health services provider. They may contact you to arrange a follow-up consultation if needed. We will only receive access to your responses if you have given your explicit consent.</p> | <ul style="list-style-type: none"> <li>• Directly from you</li> </ul>    |
| <b>Communication Data</b>       | Contact details and content of communications when you communicate with us, for example, to inquire about the status of your application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Directly from you</li> </ul>    |
| <b>Security and Access Data</b> | If you are visiting premises, physical or electronic guest book information containing name and person(s) you are visiting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Automatic collection</li> </ul> |

### 3. How we use your personal data (our purposes) and our lawful basis for processing it

#### *Purposes and lawful basis for processing personal data*

The following table provides more details on our purposes for processing your personal data and the related legal bases. The legal basis under which your personal data is processed will depend on the data concerned and the specific context in which we use it.

| Purpose/Activity                     | Type of personal data                                                         | Lawful basis<br><i>See table below for lawful basis descriptions</i>                                      |
|--------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Carrying out the application process | <i>Identity Data</i><br><i>Contact Data</i><br><i>Employment History Data</i> | <ul style="list-style-type: none"> <li>• Processing is necessary in order to take steps at the</li> </ul> |

|                                                |                                                                                                                                                                                              |                                                                                                                                                                                               |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                | <i>Communications Data</i><br><i>Background Data</i>                                                                                                                                         | request of the data subject prior to entering into a contract (Art. 6 no. 1 (b) GDPR)                                                                                                         |
| <b>Contacting you or others on your behalf</b> | <i>Identity Data</i><br><i>Contact Data</i><br><i>Communications Data</i>                                                                                                                    | <ul style="list-style-type: none"> <li>Processing is necessary in order to take steps at the request of the data subject prior to entering into a contract (Art. 6 no. 1 (b) GDPR)</li> </ul> |
| <b>Visit of our premises as a guest</b>        | <i>Identity Data</i><br><i>Contact Data</i><br><i>Security and Access Data</i>                                                                                                               | <ul style="list-style-type: none"> <li>Legitimate interests for granting you access to our premises as a guest (Art. 6 no. 1 (f) GDPR).</li> </ul>                                            |
| <b>Disputes and legal proceedings</b>          | <i>Contact Data</i><br><i>Employment History Data</i><br><i>Communications Data</i><br>Any other information relevant or potentially relevant to a dispute or legal proceeding affecting us. | <ul style="list-style-type: none"> <li>Legitimate interests in asserting or defending legal claims and disputes (Art. 6 no. 1 (f) GDPR).</li> </ul>                                           |

#### 4. Who we share your personal data with

We share your personal data with the following categories of recipients:

- **our group companies** who operate in the UK, Europe and the U.S. in order to administer human resources; and
- **third party service providers and partners** on a "need to know basis" and in accordance with applicable data protection law. We also disclose your personal data if it is necessary for the conclusion of the application process with you or for preparing for a potential contract with you, if you consent, where we are legally required to disclose and in connection with criminal or regulatory investigations.

**Specific examples of such third parties** and the circumstances in which your personal data is disclosed to them include the following:

- any **competent law enforcement body, regulatory, government agency, court or other third party** (such as our professional advisers) where we believe disclosure is necessary (i) as a matter of applicable law, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person;
- any **other person with your consent** to the disclosure (obtained separately); and
- our **service providers**. Specifically, we have engaged service providers for IT services.

## 5. International data transfers

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Our third-party service providers and partners operate around the world. This means that when we collect your personal data, we will process it in countries other than your residential country. Where we transfer your personal data to countries and territories outside of the European Economic Area ("EEA") and the United Kingdom ("UK"), which have been formally recognised as providing an adequate level of protection for personal data, we rely on the relevant "adequacy decisions" from the European Commission and "adequacy regulations" from the UK. Where the transfer is not subject to an adequacy decision or regulations, we have taken appropriate safeguards to ensure that your personal data will remain protected in accordance with this Notice and applicable laws. The safeguards we use to transfer personal data then are the [European Commission's Standard Contractual Clauses](#) as issued on 4 June 2021 under Article 46(2) GDPR including the UK Addendum or the UK International Data Transfer Agreement permitted under Article 46(2) of the UK GDPR for the transfer of data originating in the UK.

Where we transfer your personal data to JenaValve Technology, Inc. in the US we have concluded an Intra-Group Data Transfer Agreement, which contains the Controller to Processor Module of the [European Commission's Standard Contractual Clauses](#) as issued on 4 June 2021 under Article 46(2) GDPR including the UK Addendum or the UK International Data Transfer Agreement permitted under Article 46(2) of the UK GDPR for the transfer of data originating in the UK.

## 6. Automated decision making

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We do not make decisions about you based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

## 7. Data retention

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We will retain the personal data we collect from you where we have an ongoing legitimate business need to do so (for example, to comply with applicable legal requirements). Generally, this means that we will retain your

personal data until the end of the application process, for a reasonable period of time after the unsuccessful completion of the application process, and for a maximum of 6 months. If we engage in an employment relationship with you, your data will be retained and subject to our ordinary retention schedules.

## 8. Your data protection rights

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Individuals located in the UK and EEA have the following data protection rights. To exercise any of them see specific instructions below or contact us using the contact details provided under the “How to contact us” heading below.

- You may **access, correct, update or request deletion** of your personal data.
- You can **object to processing** of your personal data, ask us to **restrict processing** of your personal data or **request portability** of your personal data, (i.e. your data to be transferred in a readable and standardised format).
- If we have collected and processed your personal data with your consent, then you can **withdraw your consent** at any time by using the contact details provided under the “How to contact us” heading below. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal data conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain to a supervisory authority** about our collection and use of your personal data. For more information, please contact your local supervisory authority. Contact details for supervisory authorities in Europe are available [here](#) and for the UK [here](#).

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

## 9. How to contact us

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If you have any questions or concerns about our use of your personal data, please contact us using the following details:

- JenaValve Technology GmbH (Germany): [hr.de@jenavalve.com](mailto:hr.de@jenavalve.com)
- JenaValve Production Limited (UK): [hr.uk@jenavalve.com](mailto:hr.uk@jenavalve.com)