

# VIFOR PHARMA PRIVACY NOTICE

## for Recruiting ex-US

This Vifor Pharma Privacy Notice for Recruiting Activities ("Privacy Notice") describes the privacy practices that Vifor Pharma and its affiliates ("Vifor Pharma", "we" or "us") employ when collecting, using and handling ("processing") personal information about you in connection with our online and offline recruitment activities. It also explains your rights in relation to your information.

### What personal data do we collect and why?

Personal data is information that relates to a person who is, or who could be, identified. For example, your name, address, email address, educational and employment background, CV and job qualifications. In this Privacy Notice, personal data is also referred to as "information about you".

We process personal data that you provide directly to us, such as when you register in the Vifor Talent Community, submit a job application on Sites (see below) or at a recruiting event, or when we conduct a phone or in-person interview. We may also receive information about you from other sources, such as from persons you indicate as referees, persons who referred you for a position, in connection with background or employment checks, and from third party recruitment agencies and other sources, including Sites. "Sites" include, without limitation, social media sites where you have created a public page or profile or have otherwise given permission for recruiters to access your information on such platforms. Sites can also include vendor sites which Vifor Pharma has invited you to use to participate in assessments, evaluations, or online interviews. For data processing carried out by external Sites that are not engaged by us, such as LinkedIn, the data protection policy of the relevant Site shall govern.

By submitting your application and any associated information (including personal data of third parties) you warrant that you are entitled to provide the information to us.

We may process the following categories of personal data for our recruitment activities as further described below:

- name and contact details;
- educational background;
- employment background;

- job qualifications and work eligibility, including your nationality, country of residence, and visa and immigration status;
- jobs in which you have expressed an interest or for which you would like to submit an application;
- CV, resume or academic transcripts, and any supporting documentation attached to your resume such as copies of certificates and diplomas;
- employment references;
- compensation details, such as salary, bonus and share plans, depending on your region;
- background check information, such as a verification of your educational and professional background, and other relevant information subject to Vifor Pharma policies and applicable laws; and
- information about your personality, work preferences, competencies, abilities and suitability for a position.

Personal data processed by us may include the following kinds of sensitive personal information:

Vifor Pharma does not request or require, and asks that you do not send us, any sensitive personal information, such as details concerning racial or ethnic origin, religion or philosophical beliefs, health, sexual orientation, or political affiliation in connection with your job application and our recruiting efforts.

If you have a disability and would like Vifor Pharma to consider any accommodation, you may provide that information during the recruiting process. In some countries, in accordance with applicable law, we may explicitly ask for information such as race or ethnicity for the purpose of monitoring equal opportunity. However, we do not require applicants to provide this information in connection with their job application and our recruiting efforts. If you choose to provide this information, it will not affect the hiring or selection process.

We use personal data for the following purposes:

- To communicate with you and respond to your requests or application

If you get in touch with us (for example, through Vifor Talent Community, contact forms or otherwise via Sites, contact with our recruiters or at events) we process information about you to communicate with you about your application or job interests. For example, we may update you on the status of your application, inform you about new vacancies or invite you for recruitment activities such as phone or in-person interviews.

- For recruitment, evaluation, background screening and hiring purposes

We process information about you to connect the right candidate with the right role at Vifor Pharma and evaluate whether you are the right applicant for a position. Accordingly we may include information about you in our recruitment databases to manage Vifor Pharma's candidate selection and recruiting processes. If you are selected for a position at Vifor Pharma, your personal data will also be used to facilitate the hiring process. Please be aware that, depending on your region, prior to hiring you and in order for Vifor Pharma to be able to extend an offer to you, you may be requested to facilitate a background check in accordance with Vifor Pharma policies and local law.

Vifor Pharma may invite you to participate in assessments to evaluate your suitability for a position. In doing so, Vifor Pharma may access your assessment and receive results from the vendors who operate the relevant Sites.

- To enable your use of the Vifor Talent Community

When you choose to register with us to set up a Vifor Talent Community account, we need to process your personal data to create and administer your account such as authenticating your access or changing your password at your request. Upon creating your personal account, we will send you your personal login information.

- to analyse, develop and improve the Vifor Talent Community, our recruiting activities and Vifor products and services

In order to analyse, develop and improve our Vifor Talent Community platform or our recruiting activities, Vifor Pharma may process your personal data, for example if you encountered any problems in using Vifor Talent Community or if it is not functioning as expected. We may also process your personal data to develop and test new products or system versions, patches, and updates.

- To maintain the security of the Vifor Talent Community

We may use your personal data as necessary to maintain the security of the Vifor Talent Community, and our sites, systems and networks, for example to investigate suspicious activity.

- To comply with applicable laws and regulations and to operate our business

In some cases, we may process your personal data to comply with applicable laws and regulations, such as court orders or other legally mandated reporting. We may also process your personal data in the performance and organization of our business and internal management, for example to conduct audits and investigations, for mergers and acquisitions, finance and accounting, archiving and insurance purposes and in the context of dispute resolution.

- Background screening

If you receive an offer from us, we may conduct a background check on you or instruct a third party to do so on our behalf. Background screening will only be done where permitted by law applicable to the location of the role and to the extent necessary and proportionate to the role that you are being offered. A background check will only involve criminal background data to the extent permitted in your specific jurisdiction. Our legal basis for background screening is our need to perform precontractual measures related to establishing our employment relationship. If background screening is required for your application, you may be contacted by a third-party background screening service provider to request authorization for the release of your information, and at that time you will be provided with further information about the process and what personal data it might involve.

- Automated sorting of applicants

We may use data analytics and algorithms to help us review the large number of candidates and the significant quantity of application data that we receive. These algorithms help us prioritize the application review process and sort candidates based on characteristics that suggest strengths and capabilities necessary to perform the relevant role.

The automated results are always considered together with, and not instead of, human judgement. We evaluate individual candidates on their own merits. Applications that do not meet specific prerequisites or skills required for certain roles, such as fluency in a certain language, particular professional qualifications or certifications, or number of years in a similar role, may be automatically

rejected.

- "Refer a Friend"

If you provide to us information about someone you know as part of our "Refer a Friend" program, please ensure that that person agrees to your sharing of his/her information with us. You should also make that person aware of the information in this Privacy Notice.

The legal basis for the collection and use of your personal data:

We rely on the following legal bases to collect and otherwise process your personal data in our recruiting activities:

- our legitimate business interest in evaluating your application to manage our relationship with you, to ensure that we recruit suitable candidates for roles in our company, and to evaluate and maintain the efficacy of our recruiting process more generally;
- performing contractual and precontractual measures relating to our potential employment relationship with you;
- complying with applicable law with regard to personal data necessary to satisfy our legal or regulatory obligations;
- your consent, if we collect sensitive personal data, to the extent permitted by applicable law.

You are not obliged to provide your personal data but declining to do so could impact our ability to assess you as a candidate for a role with our company.

### **With whom do we share your personal data?**

As a global organization we may share your personal data with our affiliated companies for the purposes specified in this Privacy Notice. You can see the location of Vifor Pharma Group's companies at: <https://www.viforpharma.com/en/about-viforpharma/global-presence>.

Vifor Pharma employees are authorized to access personal data only to the extent necessary for recruiting activities and to perform their roles and are bound by appropriate confidentiality obligations.

We work with recruitment consultants and other third-party service providers who support the application and recruitment process, such as for background checks or to support the interview process or who provide other services such as technical support, data hosting or the provision of assessments and platforms useful for

recruiting activities. These service providers could have access to your personal data in order to provide the services.

We could also disclose your personal data to:

- official authorities if required by law, court order or governmental regulation or if required for an investigation or legal proceeding,
- collaboration partners,
- our legal and other expert advisors.

These service providers, collaboration partners and advisors are legally bound to keep all personal data confidential.

We could disclose your personal data to third parties in connection with the sale or transfer of all or part of our business, in which case we would require the third parties to treat those data in accordance with this Privacy Notice.

Some of the above-mentioned recipients of your personal data are located outside the country where you are located, including the United States and other countries that are not regarded by the competent authorities as providing adequate protection for personal data. In such cases, we ensure that appropriate safeguards are in place to protect your personal data, such as EU standard contractual clauses. A copy of the EU standard contractual clauses may be obtained from our Group Data Protection Officer ([GroupDPO@viforpharma.com](mailto:GroupDPO@viforpharma.com)).

### **How long do we store your personal data?**

In general, we store your personal data for as long as necessary to achieve the purpose for which the data were collected.

To the extent permitted or required by law, or as requested by you, Vifor Pharma may erase your personal information at any time. As a result, you should retain your own copy of any information you submit to us.

If you have created an account on the Vifor Talent Community platform, your account information will be retained for as long as you maintain an active account.

If you accept an offer of employment with us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific country requirements and with the privacy notice for Vifor Pharma employees.

If we do not employ you, we may nevertheless retain and use your personal data to consider you for potential future

roles, and for statistical purposes. We will retain data related to your application (such as your CV, resume, the position for which you applied and your assessment results) for six (6) months from the date you applied unless a longer or shorter period is required by applicable law. Following this initial retention period you will be reminded by email every six (6) months of your right to have your personal data erased from our systems. Your personal data will be retained until you request such erasure, or you erase the data yourself, either of which you may do at any time. To have your personal data erased or for other inquiries in relation to your data please contact our HR department ([careers.ch@viforpharma.com](mailto:careers.ch@viforpharma.com)) or Vifor's Group Data Protection Officer ([GroupDPO@viforpharma.com](mailto:GroupDPO@viforpharma.com)).

### What are your rights regarding your personal data?

You are entitled at any time to request access to your personal data. You can request that errors be corrected or that processing of your personal data be restricted. You can also object to our processing of your personal data or request them to be erased. You also have a right to data portability. Where the processing of your personal data is based on your consent, you are entitled to withdraw your consent at any time.

If you would like to exercise your rights, please contact us as described in the section "How to contact us" below.

You are entitled to lodge a complaint with a data protection supervisory authority if you wish.

### How to contact us

Please contact us if you have any questions about this Privacy Notice or if you wish to exercise your privacy rights.

- Vifor's Group Data Protection Officer:  
[GroupDPO@viforpharma.com](mailto:GroupDPO@viforpharma.com)
- Recruitment: [careers.ch@viforpharma.com](mailto:careers.ch@viforpharma.com)
- The "controller" of the personal data:  
Vifor Pharma Management Ltd.  
Flughofstrasse 61  
P.O. Box  
CH-8152 Glattbrugg  
Switzerland  
+ 41 58 851 80 00

and the local Vifor Pharma entit(y)(ies) of the countr(y)(ies) in which you applied for a role.

- Vifor's representative in the European Union/European Economic Area for data privacy purposes:  
Vifor Pharma Deutschland GmbH  
Baierbrunner Strasse 29  
D-81379 Munich  
Germany  
[dataprivacy\\_EEArep@viforpharma.com](mailto:dataprivacy_EEArep@viforpharma.com)
- Vifor's representative in the UK for data privacy purposes:  
Vifor Pharma UK Ltd.  
Second Floor, Waterfront  
Watermans Business Park  
Kingsbury Crescent  
Staines-upon-Thames  
TW18 3BA  
United Kingdom  
Tel: +44 01276 853 600  
[infovpuk@viforpharma.com](mailto:infovpuk@viforpharma.com)

*Effective date: January 2022*