

Privacy Notice for Prospective Employees

This is privacy notice („**Notice**“) for Acino International AG & Acino Pharma AG („**Acino**“) job applicants, potential candidates for employment and our optional recruiting programs and events, and selection procedures in view of potential recruitment explaining the principles on how Acino collects and uses personal data during the recruitment process.

For the personal data processing purposes specified in this Notice, the controller of your personal data is the below Acino entity that you have applied to or who is otherwise responsible for the process covered by this Notice:

Acino International AG

Registry code: CHE-102.608.727

Address: Thurgauerstrasse 36/38, 8050 Zürich

Acino Pharma AG

Registry code: CHE-100.042.200

Address: Birsweg 2, 4253 Liesberg

Acino Pharma AG

Registry code: CHE-196.542.053

Address: Pfeffingerring 201, 4147 Aesch

Acino data protection contact is:

Laura Saks, Group Data Protection Officer

E-mail: dataprotection@acino.swiss

Personal data in the context of the application process

Personal data is information about personal or factual circumstances of a specific or identifiable natural person. This includes information such as your name, address, telephone number, personal identification code and date of birth, but also data about your specific career, etc., which can be assigned to a specific person with reasonable effort. Information that is not (in)directly associated with your real identity, on the other hand, is not personal data.

Personal data that we collect directly from you

This Notice covers any candidate data that is collected by Acino for the recruiting process. This may include but is not limited to the following information:

- Your name (first and last name), contact details and candidate status.
- Information included in your CV or cover letter, such as employment history, academic background, skills and competencies, personal interests, languages spoken, and questionnaire results.
- Job preferences and type of employment sought and willingness to relocate.
- Names and contact details of referees. Please note that it is your responsibility to obtain consent from your referees prior to providing us personal information about them.
- Current and historic salary details together with salary expectations.

Acino may, subject to your consent, collect data from third parties, to conduct employment background check, to the extent this is permitted by the applicable law.

Also notes about the candidate may be created by persons working for Acino to process, manage candidates and to handle communication through and in-between recruiting activities.

During the recruitment process we might ask you to participate in assessment days, complete tests, or occupational personality profile questionnaires, and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test, or we might take interview notes.

The data collected from you is voluntary and is not based on a statutory or contractual obligation to provide the personal data.

Conflict of interest declaration

We will request a successful candidate who will be offered a job at Acino to complete the Conflict-of-interest (Col) declaration before making a binding offer. A Col is a situation in which you may have two conflicting interests that you cannot adequately fulfil at the same time. For the purposes of the Col process, a Col arises if you cannot adequately fulfil your professional duties at Acino and other professional or personal duties at the same time without compromising the duties you owe to Acino. The Col policy requires Acino employees and directors to submit declarations regarding actual or potential Col's, including legal entities in which an employee or director has a substantial ownership interest (a "Related Party").

For this purpose, we additionally collect:

- Name of the entity in case of external business involvement and description of the involvement (including percentage of ownership interest).
- Name, job title, function, relationship and related Acino entity if your family member is working for Acino, a business partner of Acino, or a government entity of relevance to Acino.

Personal data we collect from other sources

We may publish job openings on occupational platforms, and we may also find you based on your availability and profile settings in the same or we may use professional recruitment service providers. In the event you apply for an opening at Acino through an application function on an occupational platform or similar online service provider ("Partner"), it is important to note that the relevant Partner may retain your personal data and may also collect data from Acino in respect of the progress of your application. This includes our recipients of personal data (see below) that may, depending on their features, enrich data by way of analytics and collecting data about a candidate based on publicly available information about you.

We may also receive your personal data from a third party who recommends you, or informs us of your eligibility, as a candidate for a specific opening or for our business more generally.

Candidate assessment days, tests or occupational personality profile questionnaires, attending an interview – or a combination of these will result in personal data generated by you, us and potentially a third party in the event that there is third party involvement. Any use by a Partner of your data will be in accordance with the Partner's Privacy Notice and

subject to the terms and conditions between you and Partner on one hand, and Acino and Partner on the other.

Automated processing

We do not use any automated decision making in recruitment. There is a human intermediary in each processing activity even if we use third party recruitment tools with certain automated features.

The purposes and legal basis for the processing

Your personal data is processed for the purposes of managing Acino’s recruitment related activities. Consequently, Acino may use personal data in relation to the evaluation and selection of applicants as needed in the recruitment process, including procuring manpower. Your data is processed for the following purposes:

- identifying potential candidates for open or future positions;
- determining your qualifications for employment and reaching a recruitment decision;
- evaluating your suitability for other employment vacancies;
- verifying the data you submit through referees;
- conducting background checks (subject to the applicable national legislation);
- informing you, via e-mail, SMS or otherwise about the progress of your application for employment with Acino;
- protecting our rights and fulfilling our legal obligations; and
- informing you, via e-mail, SMS or otherwise about other local or global vacancies at Acino that we consider you suitable to make an application of employment for (if you have consented so);
- enhance information that Acino Group receives from you with information obtained from third party data providers.

Should your application for employment be successful, your personal data submitted for hiring purposes may be processed for the necessary employment purposes and included in your employment file. Employment relationship is explained in the “Privacy Notice for Employees”.

If Acino does not employ you, Acino may (subject to your freely given consent) nevertheless continue to retain and use your personal data collected during the recruitment process to consider you for new positions.

Legal basis:

Lawful, fair and transparent data processing is at the core of Acino Group recruitment process. Acino processes the personal data generated throughout the recruitment and communication process on the following basis:

Purpose of use

Legal Basis

Categories of Data

Identifying potential candidates for open or future positions

Legitimate interest

All

Determining your qualifications for employment and reaching a recruitment decision. Actions necessary prior to entering into employment or service contract

Contract

All

Evaluating your suitability for other employment vacancies	Consent	All
Verifying the data you submit through referees	Consent	Qualifications
Conducting background checks	Consent (further subject to national laws)	All
Informing you, via e-mail, SMS or otherwise about the progress of your application for employment with Acino	Legitimate interest	Name, phone number, email
Protecting our rights and fulfilling our legal obligations	Legitimate interest	All
Informing you, via e-mail, SMS or otherwise about other local or global vacancies at Acino that we consider you suitable to make an application of employment for.	Consent	Name, phone number, email, CV
Enhance information that Acino Group receives from you with information obtained from third party data providers.	Legitimate interest (further subject to national laws)	All

Recipients of your personal data

Only selected employees of Acino, such as management team members, potential future line managers or HR staff, and selected third parties who support us with the recruitment process, have access to your personal data. Except as set out in this Notice or as required by law, your personal data will not be transferred to any third party without your consent.

Globally, we may use a third-party service provider to provide a recruiting software system HR Bamboo. When needed for technical support and maintenance, employees of HR Bamboo might have limited access to your data. Also notes about the candidate are created by persons working for Acino in order to process, manage candidates and to handle communication through and in-between recruiting activities.

In case we select a candidate who is not Swiss/EU national, we need to request for a visa and as part of the dossier we need to provide the authorities with the list of candidates who have applied for the same position, including name, nationality, country of residence, Swiss work permit, highest education and reason for rejection.

Transfers of your personal data to third countries

Acino may transfer your personal data to other Acino Group companies in third countries. This is only done when the recruitment process covers multiple locations, or the nature of the role covers multiple locations. This is done under intra-company data transfer agreement that includes relevant standard contractual clauses to safeguard your data.

The storage period

Your personal data shall not be kept for longer than is necessary for the recruitment process.

Therefore, unsuccessful application data without consent to contact you for other positions, will be deleted after 1 year, taking into consideration our need to answer queries or resolve problems and comply with legal requirements under the applicable laws.

In addition to using your data for the position for which you have applied, Acino may retain and use your application data to consider you for other positions, but only with your prior consent for a maximum period of 3 years. If after this period, we feel it necessary to retain your records, we will write to you.

Your rights as a data subject

You can nevertheless always ask Acino to delete your data by sending your request via e-mail to dataprotection@acino.swiss.

You have the following rights under the data protection law, subject to the applicable statutory limitations:

- request access to information that Acino holds about you;
- request a correction of information that Acino has about you;
- request the erasure of information that Acino has about you;
- restrict the use of your personal data;
- receive a copy of your personal data;
- object to the processing of your personal data;
- withdraw your consent for the use of your personal data;
- file a complaint about our processing with a supervisory authority.

Please contact us on the details above if you have any questions about how Acino is processing your personal data.

Valid from: 09.02.2024

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