

Privacy Notice for Candidates

This privacy notice („**Notice**“) provides you with information on how Arcera Life Science L.L.C - O.P.C, and its controlled entities („**Arcera**“ or “**we**”) uses or otherwise processes your personal information when you apply for an open position at Arcera or participate in hiring process. The hiring process includes selection procedures in view of potential recruitment as well as optional recruiting programs and events (“**Hiring Process**”).

Please read this Notice carefully. It explains when, why, and how we use your personal information during the hiring process. You will also learn about your rights regarding your personal information. We promise to handle and protect any information you share with us according to the law and Arcera’s privacy policy. The Arcera company that you applied to, or the one responsible for the process described in this notice, is in charge of your personal information.

Arcera Life Science L.L.C - O.P.C is domiciliated at Floor 10 Capital Gate building, Abu Dhabi United Arab Emirates, with the registry code: 3737259.

In all cases, you may contact **Arcera privacy function** by email: privacy@arceralifesciences.com.

1. Arcera may collect personal information for the Hiring process

Arcera may collect personal information either directly connected to you, or indirectly connected to you, by resulting from circumstances. This includes information such as your name, address, telephone number, personal identification code and date of birth, but also information about your specific career, background, hobbies, and similar data.

2. Arcera collects only personal information required for the Hiring Process

Typically, Arcera collects and processes only collects your personal information for what is necessary for the Hiring Process and get to know you better as a candidate. Thus, we may collect:

- Your contact details, and personal situation;
- Information included in your CV, cover letter or any document you may have shared with Arcera (e.g. reference). Please note that it is your responsibility to obtain consent from your referees or any other person you mentioned in your documents prior to providing us with their personal information;
- Current and historic salary details together with salary expectations;
- Electronic identification and systems access data (e.g. picture or facial image, sound or video recording).

We use sensitive personal information (like information about your health, ethnicity, or beliefs) only if the law requires it or if a specific situation makes it necessary.

Arcera's staff involved in the Hiring Process may also take notes about the candidate to process and manage candidates and to facilitate any further communication needed.

During the Hiring Process we might ask you to participate in assessment days, complete tests, or occupational personality profile questionnaires, and/or to attend an interview. During these activities, you and/or Arcera may generate new information. For example, this newly generated information may result from you by completing a written test, or Arcera might take interview notes.

3. Arcera may collect your personal information to specifically anticipate and/or manage potential conflict of interests

If you have reached the final stages of the Hiring Process, and before making any official job offer, Arcera may ask you to fill out a Conflict-of-Interest (“**Col**”) declaration. This declaration helps us identify and address any situation where your personal relationships or interests might influence your responsibilities at Arcera, ensuring transparency and fairness in our hiring process and in our future collaboration.

The Col declaration may require the following personal information:

- Your name, your email address, country,
- Your documents submitted with your application (e.g. curriculum vitae, cover letter, reference letters),
- Name, job title, function, relationship and related Arcera entity if your family member is working for Arcera, a business partner of Arcera, or a government entity of relevance to Arcera,
- Any other personal information you may have disclosed in the declaration form.

To manage Col related risks, Arcera may also deal with information coming from monitoring the transactions with your related parties.

Arcera advises you not to disclose sensitive personal data in any free text fields in the Col declaration form. If you believe that such data is relevant to declare your Col, Arcera suggests that you first reach out to your contact person in Arcera's People & Culture department before submitting such information.

In any case, Arcera will only deal with your personal information if it is strictly necessary to understand, verify, clarify, and resolve a Col.

4. Arcera may collect your personal information from other sources

Arcera may publish job openings on occupational websites, find you based on information you communicate online, including via platforms (e.g. LinkedIn), or Arcera may find you via professional recruitment service providers. We call all these external companies “Partners”.

In the event you apply for a job opening at Arcera through a Partner, it is important to note that the relevant Partner may keep your personal information and/or may collect information from Arcera in respect of the progress of your application. Partners usually process your personal information according to their own privacy notice.

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

Any use by a Partner of your personal information will be governed by:

- the Partner’s privacy notice, and
- the terms and conditions between you and Partner, and
- the terms and conditions between Arcera and Partner.

5. Arcera does not use any automated system to deal with your personal information

Arcera does not use any automated decision making in the Hiring Process. There is a human intermediary in each processing activity even if we use third party recruitment tools with certain automated features.

6. Arcera ensures to retain your personal information only a limited period of time

Arcera keeps your personal information at least 12 months after the specific Hiring Process is finished (normally 12 months after the position is filled).

As an exception, Arcera may keep your CV up to 3 years only if you have provided us with your consent to be considered for a future opening.

7. Arcera shares your information only to other Arcera’s employees who have a strict need to know

Only selected employees of Arcera, such as management team members, potential future line managers or People & Culture staff, and selected Partner who support us with the Hiring Process, have access

to your personal information. If you apply for a management position, Arcera may also share your personal information with our shareholder. Except as set out in this Notice or as required by law, your personal information will not be transferred to any third party without your consent.

Arcera may transfer your personal information to other Arcera Group companies which may be established in third countries. This is only done when the Hiring Process covers multiple locations, or the nature of the role covers multiple locations. If you apply for a management position, Arcera may also transfer your personal data to our shareholder who is located in UAE. The intra-group personal data transfer is governed by an intra-company data transfer agreement that includes relevant standard contractual clauses to safeguard your data.

8. Arcera may share your personal information to third-parties only in specific cases

Arcera may transfer your personal information to Partners who help us to deal with your personal information and may operate the technical infrastructure that we need to host, store, manage and maintain the daily business. For the Hiring Process, Arcera may use different hiring services using HR Bamboo, LinkedIn or other recruitment software. The use of these hiring services is governed by adequate data processing agreements, standard contractual clauses, if necessary.

Globally, Arcera may use a Partner, called Bamboo, to provide a recruiting software system to our Arcera People & Culture department. When needed for technical support and maintenance, employees of the third-party providing Arcera with the Bamboo solution might have limited access to your data. Notes created by Arcera staff members about you may also help us in the Hiring Process.

In case we need to request a visa for your future employment at Arcera 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, work permit, highest education and reason for rejection.

9. Arcera employs strict technical and organizational measures to protect your personal information

Arcera has implemented appropriate technical and organizational measures to provide an adequate level of security and confidentiality to your personal information. The purpose of these measures is to protect your own personal information against accidental or unlawful

destruction or alteration, accidental loss, unauthorized disclosure or access and against other unlawful forms of processing.

10. Arcera will ensure you keep control over your own personal information

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

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

Please contact us by email: privacy@arceragroup.com if you have any questions about how Arcera is processing your personal data.

11. Modification of the Privacy Notice

Arcera may change or update the Notice from time to time by posting a new notice on our website.