	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

Job Applicant Privacy Notice

Introduction

As part of any recruitment process, Kanadevia Inova AG and its subsidiaries (the **Kanadevia Inova Group** or **Kanadevia Inova**) process¹ personal data (**personal data** or **data**) provided by job applicants when considering their candidacy for a job vacancy. For our recruitment process, Kanadevia Inova processes personal data on the recruitment platform we use which is provided by SmartRecruiters GmbH (Germany). For information about the SmartRecruiters platform and its own data privacy policies, you must visit <https://www.smartrecruiters.com>. For more information the Kanadevia Inova Group companies in their capacity as a Controller of personal data, please see the [Controllers' Identity and Contact Details](#) section below.

Kanadevia Inova is committed to being transparent about how it processes the personal data you provide us, as well as meeting our data protection obligations under applicable data protection laws. Such laws include but not limited to the EU GDPR² for European employees and HIPAA³ and other applicable US state laws and regulations, such as the California Consumer Privacy Act of 2018 (**CCPA**)⁴.

What personal data does Kanadevia Inova collect and use?

Kanadevia Inova processes a range of personal data about you. Such data may include, but is not limited to the following:

- your name, address and contact details, including email address, telephone number;
- your date of birth and photo (optional);
- details of your education, other job qualifications, skills, experience and employment history;
- information about your current job position;
- information about citizenship and ability to work in the country where you applied;
- information about race or ethnic origin (in compliance with applicable laws);
- Where permitted CCTV footage on Kanadevia Inova premises.

There is no legal or contractual obligation for you to share any of your data with Kanadevia Inova. However, if you do not share the personal data necessary for Kanadevia Inova to appropriately conduct the recruitment process with you, Kanadevia Inova may not be able to consider you as an applicant.

You may amend or withdraw your data, application and attached documents in the platform at any time; please see the [Withdrawal of Your Consent](#) section below. **A withdrawal of data from your Kanadevia Inova job application will limit our ability to fully consider any of your applications.**


Certain categories of data are required by Kanadevia Inova in order to proceed with the recruitment process. Those required categories of data are identified by a red asterisk (*) in the application form. Such required information typically includes but may not be limited to your contact details, citizenship, information about your education, skills and experience, your notice period and if there is a non-compete clause in your current or past employment contract (if applicable), or any relocation needs. Certain categories of information may be collected so that Kanadevia Inova may better match your and our workforce needs (e.g., onsite or remote work).

¹ Processing includes to access, read, collect, record, organize, store, modify, retrieve, analyse, transmit, disseminate, delete or destroy your data.

² Regulation (EU) 2016/679 of the European Parliament, the General Data Protection Regulation (**GDPR**) – applicable in the European Union and the European Economic Area.

³ The Health Information Portability and Accountability Act, 42 C.F.R. §§160, et. seq., or **HIPAA**

⁴ Cal. Civ. Code §§ 1798.100–1798.199, (California Consumer Privacy Act, or **CCPA**).

	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

Kanadevia Inova collects your application data from a variety of sources. For example, your personal data might be collected from application forms, CVs, certificates or resumes, obtained from your passport or other identity documents, or obtained through interviews or other forms of assessment.

Kanadevia Inova may also collect your data from third parties, such as references from former employers, recruitment agencies and the like. Kanadevia Inova will seek information from third parties only to the extent it is required for our recruitment process.

Within the recruitment process, Kanadevia Inova does not typically processes sensitive or special categories of personal data unless Kanadevia Inova is required to do so under exceptional circumstances or specific local legal requirements.

In the table below, we provide the list of categories of personal data the Kanadevia Inova Group has collected within the last twelve (12) months from job applicants, including examples of each for each category. We also have identified the main sources and purposes for collection:

Categories of Personal Data	Examples	Collected	Sources of Personal Data	Purposes of Collection
A. Personal Identifiers	This may include but is not limited to: a real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, username, Social Security Number, or other similar identifiers.	Yes	Consumer directly (e.g., employment applications you complete or benefits you obtain from us)	Pre-employment screening, new hire onboarding, citizenship status, payroll, employment taxes, benefits, process work-related claims (e.g., workers comps, leave of absence, etc.), emergency contact data, and to comply with applicable laws.
B. Personal Records	This may include but is not limited to: a name, telephone number, address, signature, passport number, health insurance data, bank account number, retirement account data, legal issues (e.g. child support, wage garnishments, and subpoenas) and wage data.	Yes	Consumer directly (e.g., employment applications you complete or benefits you obtain from us)	Pre-employment screening, new hire onboarding, citizenship status, payroll, tax withholding and reporting, benefits, process work-related claims (e.g., workers comp, leave of absence, etc.), emergency contact data, and comply with applicable laws.
C. Protected classification characteristics under federal law	Characteristics of protected classes or groups under state or federal law such as: sex, marital status, familial status, race, and gender identity, age, disability.	Yes	Consumer directly (e.g., employment applications you complete or benefits you obtain from us)	Comply with applicable laws – labor and employment, anti-discrimination laws, benefits administration; Design, implement and promote diversity and inclusion programs; Investigate complaints, grievances, and suspected violations of company policy.

Categories of Personal Data	Examples	Collected	Sources of Personal Data	Purposes of Collection
D. Commercial data	This may include but is not limited to: records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies.	No	N/A	N/A
E. Internet or another similar network activity	This may include but is not limited to: search history, data regarding interaction with a website, application, or advertisements.	Yes	Consumer directly Consumer indirectly	Data Security purposes.
F. Geolocation data	This may include but is not limited to: location based on IP address and device location.	Yes	Consumer indirectly	Data Security purposes.
G. Sensory data	This may include but is not limited to: audio (voicemails), electronic, visual, or similar data	Yes	CCTV security cameras, recorded videos, voicemails	Compliance with regulatory requirements, work-related communications, security purposes
H. Professional or employment related data	This may include but is not limited to: education history, or employment related data.	Yes	Consumer directly, publicly available sources	Verify professional license and/or certifications to assess job qualifications.
I. Inferences drawn from other personal data	This may include but is not limited to: profile reflecting a person's preferences, characteristics, predispositions, behavior, or attitudes.	No	N/A	N/A


What does Kanadevia Inova do with your data?

Kanadevia Inova must process (use) your personal data in order to contact you and carry out all relevant steps of the recruitment process. Kanadevia Inova also needs to process your data to enter into an employment contract with you.

As noted above in the table, in some cases, Kanadevia Inova will need to process your data to ensure it is complying with its legal obligations. For example, it may be required to check a successful applicant's eligibility to work in the country where the position is located before employment starts.

Processing your data allows Kanadevia Inova to efficiently and effectively manage the recruitment process, assess and confirm a candidate's suitability for employment, and determine to whom to offer a job. Kanadevia Inova may also need to process your data to respond to and defend against legal claims. Kanadevia Inova may also have legitimate business interests for processing your data to safeguard our rights and interests in the recruitment context.

Where Kanadevia Inova relies on a consent given by you, you may withdraw this consent at any time for future processing of your data by Kanadevia Inova.

	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

NOTE: Kanadevia Inova will not use your data for any purpose other than for the recruitment process. Kanadevia Inova does not knowingly sell or share your data with third parties for their own business purposes. **You may amend or withdraw your data in the platform at any time.** A withdrawal of data from your Kanadevia Inova job application will limit our ability to fully consider any job application.

Talent Pool (Communities)

At the beginning of the application process you may provide a separate consent for the Kanadevia Inova Talent Pool (in the platform, they are identified as **Communities**). With consent for this collection purpose, Kanadevia Inova will process your personal data for the purpose of recruitment for possible and suitable job positions available in all our Kanadevia Inova Group companies during the agreed retention period (see **Retention Periods** in the [Country Specifics](#) and the [Where and for how long does Kanadevia Inova keep your data?](#) sections below) or until you withdraw your consent or application to the Talent Pool. **You may withdraw your consent or application anytime** (see the [Withdrawal of Your Consent](#) section below). If you consent to the use of your data for purposes of processing for the Talent Pool job openings, an Kanadevia Inova recruiting representatives will require you to identify which geographical area (country, region or all countries, in which the Kanadevia Inova Group is operating) you wish to be considered for a position.

Referral

If we receive your data within the Referral feature (you were recommended to us by a person who confirmed he or she has authorization from you to provide us with your data), we will nonetheless ask for your consent to continue with the recruitment process. If you click on the checkbox to confirm your agreement with Kanadevia Inova's processing for our recruitment process, we will process your data according to this Privacy Notice. If you do not consent by clicking on the checkbox, **our system will automatically delete your personal data after thirty (30) days from the date of data upload.** Within the first 30 days, we keep your data based on our legitimate interest to perform our recruitment process with you, and based on the referrer's confirmation that they had your authorisation to provide Kanadevia Inova with your data. **You may withdraw your consent and delete all your personal data in the system or require deleting all data at any time** (see the [Withdrawal of Your Consent](#) section below).

Regarding referrers (persons who recommended a job applicant), we keep his or her name, surname and contact details during the retention period stated for the job applicant in this Privacy Notice. We do so as processing is necessary for the performance of a contract to provide the referrer with a reward, if applicable..


To whom does Kanadevia Inova disclose data?

Your data will be shared internally within the Kanadevia Inova Group for the purposes of our recruitment process, while strictly keeping to limiting access to that data to those who "need to know," as well as minimizing who we disclose the data to as part of our data minimization practices. Such disclosures could include members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the recruitment process.

Kanadevia Inova may share your data with other Kanadevia Inova Group members to the extent it is required for the recruitment process and lawful under the applicable data protection laws.

Kanadevia Inova may share your data with third parties, such as service providers for recruitment applications, former employers to obtain references for you (we ask for references based on prior consent), external consultants helping us to assess your skills, and the like. Kanadevia Inova will not share your data with third parties unless such is required for our recruitment process and/or in order to offer you employment.

The Kanadevia Inova Group may in fact transfer your data outside of the United States in order to process and/or store certain aspects of your application to work with the Kanadevia Inova Group. Because The Kanadevia Inova Group manages its human resource functions abroad, your data may be processed in Switzerland, EU/EEA, the UK, or other countries which ensure an adequate level of data protection. Such a transfer may also be necessary to

	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

generally support the purposes of the recruitment process; this may be necessary, for example, because our online recruitment system, operated by the service provider SmartRecruiters GmbH, located in Germany. If your data is transferred in a third country, Kanadevia Inova will work to ensure such transfers comply with requirements of applicable data protection laws.

Generally, the Kanadevia Inova Group company where you applied for a position is the "controller" of that data under applicable law. If one job position is open for several countries, we will process your data under the regulations of the country where the job is located that you applied for, based on that country's law. In such a case, respective Kanadevia Inova companies may be "joint controllers" of the data; regardless, Kanadevia Inova will apply the law applicable to the jurisdiction in which the data is housed or processed.

How does Kanadevia Inova protect your data?

Kanadevia Inova protects your data by taking appropriate technical and organisational security measures to prevent unauthorised access, improper use, alteration, disclosure, destruction and accidental loss; we also require it from our external partners involved in the recruitment process.

Where and for how long does Kanadevia Inova keep your data?

During recruitment process, your data are stored on the SmartRecruiters platform electronically on secure servers primarily located in Switzerland and in the EU. However, your data may be transferred to third countries - please see the [To whom does Kanadevia Inova disclose data?](#) section above.

If you are offered and you accept a job with Kanadevia Inova, your data will be transferred to a hard copy and/or an electric personnel file and retained during your employment by your employer – which will be the particular Kanadevia Inova Group company you applied to work for. The period of time for which your data will be held in such instance, will be provided to you in a separate privacy notice.

If your application for employment is unsuccessful, Kanadevia Inova will hold your data for retention periods as defined in the [Country Specifics](#) section below (usually six months after the end of your recruitment process). At the end of that period, your data is deleted or destroyed. Kanadevia Inova may ask for your consent to keep your data as part of the Talent Pool in order to consider your application for other roles that might be of interest to you (see defined retention periods in [Country Specifics](#) section below).

What are your rights?

As a data subject, you have a number of rights:

The right to know.

You have the right to know or be informed about the collection and use of your personal data. This means we will provide you with details of what we process and how we use your personal data.

The right of access.


You have the right to access a copy of your personal data in accordance with applicable law.

The right to correct.

You have the right to correct or amend the personal data we have about you that you think may be incorrect. We will take reasonable steps to check this for you and correct it.

The right to delete.

You have the right to have your personal data deleted or removed if there is no reason for us to keep it. There may

	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

be legal or other official reasons why we must keep or use your personal data (e.g., for tax purposes).

We may deny a deletion request if retaining the data is necessary for us or our service provider(s) to:

- Complete the transaction, provide a good or service requested, take actions reasonably anticipated in the context of our ongoing relationship, or otherwise perform our contract with you.
- Help to ensure security and integrity to the extent use of the personal data is reasonably necessary and proportionate for those purposes.
- Debug products to identify and repair errors that impair existing intended functionality.
- Exercise free speech, ensure the right of another to exercise their free speech rights, or exercise another right provided for by law.
- Enable solely internal uses reasonably aligned with consumer expectations based on the relationship with us and compatible with the context in which the consumer provided the data.
- Comply with a legal obligation or when otherwise authorized by law, including the CCPA.
- Make internal and lawful use of the data compatible with the context in which it was provided.

The right to Opt-Out of selling and sharing.

We do not sell or share data, which means submitting a request to Opt-Out is not applicable.

The right to access data about you and Opt-Out of automated decision-making technology.

We do not utilize automated decision-making technology as defined by CCPA. Therefore, submitting a request to Opt-Out is not required.

The right to limit use of sensitive personal data.

Sensitive personal data, as defined by applicable law, is not collected or processed for the purpose of inferring characteristics about you. Thus submitting a request to limit the use of your sensitive personal data is not applicable.

Right to Non-Discrimination

We will not discriminate against you or treat you less favourably for exercising your privacy rights.

How do you exercise your privacy rights?


Mechanisms to submit Requests to Know, Delete, and Correct: You may exercise the right to know, correct, and delete by submitting your request by emailing us at hr@kanadevia-inova.com or by calling us at our Human Resources Department at +1 (865) 777-7400 or at any address or contact identified specifically in the [How do you contact Controllers in certain countries?](#) section below.

Identification and Verification: Any request to know, correct or delete submitted is subject to an identification and verification process. Only you, or someone legally authorized to act on your behalf, may make a verifiable consumer request related to your personal data. You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

- Provide sufficient information allowing us to reasonably verify you are the person about whom we collected personal data or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request if we cannot verify your identity or authority to make the request.

Process: Once we have verified your identity, we will acknowledge receipt within 10 days from receiving your request. On some occasions, we may not be able to comply with a request. This may be where we are unable to verify identity, when compliance would cause unreasonable risk to security of your account or of our systems and network, when it

	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

would be in breach of applicable federal or state laws, or because compliance might infringe privacy rights of other personas whose details are contained in it, among others.

Time period: We will endeavor to respond to a verifiable consumer request within 45 days of its receipt. If more time is required (up to 45 days more, 90 days total), we will inform you in writing.

Designating an authorized agent: To exercise your privacy rights you may also designate another person to act on your behalf. We will need any such person to provide us with a written authorization (such as a Power of Attorney) to show you provided them with permission to submit a request for you.

Fees: We will typically not charge a fee to respond to requests; however, we may charge a reasonable fee if we consider a request to be excessive, repetitive, unfounded or overly burdensome.

Appeals: You may have a right to appeal a decision we make relating to requests to exercise your rights under applicable local law.

How do you withdraw your consent?

If the processing of your data by Kanadevia Inova is based on your consent, you may withdraw your consent at any time by deleting your application or profile on the SmartRecruiters platform or contacting us at the following:

the **People and Culture Department**

E-mail: **hr@kanadevia-inova.com**

Address: **Kanadevia Inova AG
People and Culture Data Protection Administrator
Hardturmstrasse 127, 8005
Zurich, Switzerland**

specific to the USA

E-mail: **Tyra.Spears@kanadevia-inova.com**

Address: **Kanadevia Inova U.S.A. LLC
10025 Investment Drive, Suite 200
Knoxville, Tennessee, USA**

If you withdraw consent, your data will no longer be processed by Kanadevia Inova unless there is another lawful basis to do so. If you withdraw your data or consent (if applicable) during the recruitment process, Kanadevia Inova may not be able to continue the recruitment process with you.


Automated decision-making

The Kanadevia Inova Recruitment processes are not based on automated decision-making.

Country Specifics

Country	Specific rules (retention periods and other rules) for each Country
Switzerland	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw consent any time sooner). For branches of KANADEVIA INOVA AG located outside Switzerland, the retention periods for Switzerland apply, if not stated otherwise below in this table.

Germany	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
United Kingdom	We will keep your data for standard recruitment procedure: at least 6 months to a year after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner). In compliance with the UK legislation, we process the racial and ethnic origin for the purpose of equality of opportunity and treatment and respective monitoring. You are not obliged to declare your racial or ethnic origin.
Italy	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
France	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
Turkey	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
Slovakia	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
Poland	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
Sweden	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
USA	We will keep your data for standard recruitment procedure: 24 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 24 months (you may withdraw your consent any time sooner).
United Arab Emirates	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner). For branches of Kanadevia Inova AG (Switzerland), we apply both the Swiss and the UAE personal data protection regulations.
Australia	We will keep your data for standard recruitment procedure: 24 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 24 months (you may withdraw your consent any time sooner).
Canada	We will keep your data for standard recruitment procedure: 24 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool: 24 months (you may withdraw your consent any time sooner).
Netherlands	We will keep your data for standard recruitment procedure: 6 months after the end of the

	Privacy Notice for Job Applicants	Doc. No. IN KANADEVIA INOVA NAM 115 03 Rev. 00
---	--	---

	recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
Denmark	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).
Lithuania	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant). We will keep your data for the Talent Pool (Communities): 5 years (you may withdraw your consent any time sooner).

How do you contact Controllers in certain countries?

Identity and Contact Details

The Kanadevia Inova Group consists of several companies which may be solely or jointly responsible for the processing of your data. Generally, the controller is the company where you applied for a position or all those Kanadevia Inova companies, where you are registered in the Talent Pool. If you want to contact a particular subsidiary belonging to the Kanadevia Inova Group as a controller, please find contact details here: [Kanadevia Inova Controllers](#).

Regardless of which data controller is specifically responsible for you, you can contact Kanadevia Inova's representative for personal data protection with all your requests and questions about your personal data:

Data Protection Officer for the Kanadevia Inova Group (the Kanadevia Inova Group DPO)

E-mail: dataprotection@kanadevia-inova.com

Address: Kanadevia Inova AG
Legal & Contract Management – Kanadevia Inova Group DPO
Hardturmstrasse 127
8005 Zurich
Switzerland

For EU member states, you can also use the following mail address:

Kanadevia Inova Slovensko s.r.o.

E-mail: dataprotection@kanadevia-inova.com

Address: Kanadevia Inova Group DPO
Digital Park II
Einsteinova 25
851 01 Bratislava
Slovak Republic

For German subsidiaries Kanadevia Inova BioMethan GmbH, Kanadevia Inova Deutschland GmbH, Kanadevia Inova Steinmueller GmbH and Kanadevia Inova Schmack GmbH, you can contact the DPO appointed for Germany:

E-mail: datenschutz@dhp.de

Address: dhp IT-Services GmbH
Bunsenstrasse 10a,
51647 Gummersbach
Germany

As noted above, if you choose to exercise your privacy rights, we must perform a proper identification or verification to confirm your identity in order to protect your personal data.