

Privacy Policy

For **ARENSIA Exploratory Medicine GmbH** and its subsidiaries (hereinafter collectively referred to as "the company", "we" or "us"), data protection is not only an obligation, but also a central component of our business activities. Within the framework of the applicable General Data Protection Regulation ("GDPR", Regulation (EU) 2016/679), there is an obligation to provide information about the processing of personal data. We describe these processing operations on the following pages.

We have divided the data protection information into subsections so that you can immediately access the sections relevant to you. The general section applies without restriction to all processing of personal data. The other parts - or special parts - describe specific processing situations.

- **Part A** describes general data processing principles that are practiced in our company.
- **Part B** contains information about visiting our website.
- **Part C** explains how we process business contact data.
- **Part D** is relevant for you if you are interested in working for our company and apply to us either on your own initiative or in response to an advertisement - thank you for your interest!

A. General Part

This general part applies without restriction to all other parts of this data protection declaration and constitutes an introductory and explanatory part which informs about essential aspects of data processing.

1. Definitions

- **"Personal data"** means any information relating to an identified or identifiable natural person (hereinafter "data subject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (Article 4(1) GDPR);
- **"Processing"** means any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, filing, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (Art. 4 No. 2 GDPR);
- **"Pseudonymisation"** means the processing of personal data in such a way that the personal data can no longer be attributed to a specific data subject without additional information, provided that such additional information is kept separately and is subject to technical and organisational measures which ensure that the personal data are not attributed to an identified or identifiable natural person (Art. 4 No. 5 GDPR);
- **"Controller"** means the natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its designation may be provided for by Union or Member State law (Article 4(7));
- **"Processor"** means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller (Art. 4 No. 8 GDPR);
- **"Recipient"** means a natural or legal person, public authority, agency or other body to whom personal data are disclosed, whether or not a third party (Art. 4 No. 9, first sentence, GDPR);
- **"Consent"** means any freely given specific, informed and unambiguous indication of the data subject's wishes in the form of a statement or other unambiguous affirmative act by which the data subject signifies his or her agreement to personal data relating to him or her being processed (Art. 4 No. 11 GDPR);
- **"Genetic data"** means personal data relating to the inherited or acquired genetic characteristics of a natural person which provide unique information about the physiology or health of that natural person and which have been obtained, in particular, from the analysis of a biological sample taken from the natural person concerned (Art. 4 No. 13 GDPR);
- **"Biometric data"** means personal data relating to the physical, physiological or behavioral characteristics of a natural person, obtained by means of specific technical procedures, which enable or confirm the unique identification of that natural person, such as facial images or dactyloscopy data (Art. 4 No. 14 GDPR);
- **"Health data"** means personal data relating to the physical or mental health of a natural person, including the provision of health services, revealing information about that person's state of health (Art. 4 No. 15 GDPR).

2. The responsible

The responsible entity for the processing of personal data is:

ARENZIA Exploratory Medicine GmbH

Merowingerplatz 1
40225 Düsseldorf

Telefon: +49 (211) 15 77 89 – 0

E-Mail: dataprotection@arensia-em.com

3. Data Protection Officer

We have appointed a data protection officer who you can also contact directly at the above postal address with the addition of "Data Protection Officer/Confidential". Our data protection coordinator is also available to answer any questions you may have on data protection at the above-mentioned contact details.

4. General principles

In principle, data processing is only permitted if you have given your consent or if there is another legally regulated legitimate basis (Art. 8 (2) of the Charter of Fundamental Rights of the European Union). In particular, this includes the justifications of Art. 6 and Art. 9 of the GDPR. In the different processing situations, different legal bases naturally justify these processing operations. We will inform you of the specific legal basis at the relevant point within this data protection information.

Below, we indicate for the processing operations how long the data will be stored by us and when it will be deleted or blocked. Personal data will be deleted or blocked as soon as the purpose or legal basis for the storage no longer applies. However, storage may take place beyond the specified time in the event of (impending) litigation or other legal proceedings or if storage is provided for by legal regulations to which we as the responsible party are subject. If the storage period prescribed by the legal regulations expires, the personal data will be blocked or deleted unless further storage by us is necessary and there is a legal basis for this.

We use appropriate technical and organizational measures for the processing of personal data to ensure a level of protection appropriate to the risk. These measures protect your personal data against accidental or intentional manipulation, loss or destruction or unauthorized access by third parties and are adapted in line with ongoing technological developments.

We use external domestic and foreign service providers to process our business transactions. They will only act on our instructions and have been contractually obliged to comply with the data protection provisions in accordance with the legal obligation under Art. 28 GDPR. If your personal data is passed on to our subsidiaries or is passed on to us by our subsidiaries, this is done on the basis of existing order processing relationships. As soon as we jointly determine the purposes of and means for processing, we act as joint controllers within the meaning of Art. 26 GDPR.

In the course of our business relationships, your personal data may be transferred or disclosed to third parties. These may also be located outside the European Economic Area (EEA), i.e. in third countries. We will inform you about this in detail at the appropriate place.

Some third countries are certified by the European Commission as having a level of data protection comparable to the EEA standard through so-called adequacy decisions.

However, in other third countries to which personal data may be transferred, there may not be a consistently high level of data protection due to a lack of legal provisions. If this is the case, we ensure that data protection is sufficiently guaranteed. This is possible through binding company regulations, standard contractual clauses of the European Commission for the protection of personal data, certificates or recognized codes of conduct.

5. Your rights

You can exercise your rights at any time by contacting us using the details above. You have the right:

- to be informed about the personal data concerning you,
- to correct any inaccurate personal data relating to you and to complete any incomplete personal data relating to you,
- to request the deletion of your personal data stored by us, unless the processing is necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims and provided that the other legal requirements are met,
- to request the restriction of the processing of your data under the further legal conditions,
- to receive your data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another controller ("data portability"),
- to object to processing, provided that the processing is carried out on the basis of Art. 6 (1) (e) or (f) GDPR. Unless it is an objection to direct marketing, when exercising such an objection, we ask you to explain the reasons arising from your particular situation,
- to withdraw your consent once given,
- to file a complaint with a data protection supervisory authority. This includes the data protection supervisory authority responsible for us: State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia.

6. Amendment of the data protection notice

We check our data protection information for the need to adapt and amend it. In particular, the legal situation may change as a result of changes in the law or case law, so that adjustments become necessary. We inform you about these changes by updating this data protection information here on this website.

This data privacy notice is current as of **01st November 2023**.

B. Privacy Policy Website Visits

This section applies to visits to our website, i.e. to every visitor equally.

When you visit our website, data that may enable identification is temporarily processed. In order for you to receive the requested web pages from our web servers, the following data must be processed:

- Date and time of access
- IP address
- Host name of the accessing computer
- Web page from which the web page was accessed ("referrer")
- Web pages accessed via the website
- Page visited on our website
- Message as to whether the call was successful
- Amount of data transferred
- Information about the type of browser and the version used
- Operating system

The temporary storage of data is necessary for the course of a website visit in order to enable the delivery of the website. Further storage in log files takes place in order to ensure the functionality of the website and the security of the information technology systems. These purposes are also our legitimate interest in data processing.

The legal basis for the processing is Art. 6 para. 1 lit. f) GDPR. The websites are managed by the service provider **HyperOps UAB**, Perkūnkiemio 2 (5th floor), Vilnius 12126, Lithuania, email: hello@hyperops.net, on ARENSIA dedicated servers hosted in a Tier 3 Data Center in Vilnius, Lithuania. We have concluded an order processing agreement.

The temporary data is deleted when the respective session has expired. The log files are deleted after seven days at the latest. During this time, only system administrators have access to these log files.

Contact form

On our website you can use the contact form to get in touch with us. We process the data you provide (name, company, e-mail address, telephone number and message content) for the purpose of processing your enquiry.

The legal basis for the processing is Art. 6 para. 1 lit. f) insofar as your enquiry is not directed towards the conclusion of a contract with us. We have a legitimate interest in processing all enquiries in a manner that is also satisfactory for our communication partners.

The service provider **HyperOps UAB**, with whom we have concluded an order processing agreement, hosts our exchange servers with which we handle e-mail communication.

If you use the contact form to enter into a business contractual relationship with us, the legal basis is Art. 6 para. 1 lit. b) GDPR.

C. Data protection information for business contacts

This section applies to all personal information that you provide to us as a "natural person" and business partner (e.g. as a sole trader, or entrepreneur or employee of one of our business partners) as part of our business relationship with you, or your business.

For example, we may receive your contact information at business events (e.g., events, training, trade shows) as part of a business arrangement or in the course of our business activities. For example, our employees may have exchanged business cards with you in order to keep in touch. We transfer your personal data to our data processing system (as part of customer relationship management).

Categories of personal data are name, title, address, telephone number, e-mail address as well as further job-related information such as job title, position, department, company, further qualifications).

We have a legitimate commercial interest in maintaining contacts beyond the initial contact and in using these to establish and develop a business relationship and to remain in contact with the persons and parties concerned. The legal basis is Art. 6 para. 1 lit. f) GDPR.

Within our company, those departments receive access to your data that need it to fulfil our contractual and legal obligations and to carry out our internal processes (e.g. sales, purchasing, logistics, financial accounting).

Service providers and representatives employed by us may also receive and process data for these purposes. These are, in particular, external companies in the areas of economic and legal advice, IT services, banks or logistics.

We only pass on personal data of our business partners if this is required or permitted by law or if the person concerned has expressly consented.

Under these conditions, recipients of personal data may be, for example: public authorities and institutions (such as tax authorities, law enforcement agencies, artists' social insurance fund) if there is a legal or official obligation; insolvency administrators or creditors who make inquiries due to compulsory enforcement; auditors on the occasion of annual audits;

Service providers that we use within the scope of order processing relationships.

We store your data until the purpose of the data processing no longer applies. This is regularly the case if no further contact is maintained from the original contact initiation. We will delete your personal data after six months at the latest without contacting you.

If a contractual relationship arises from a business contact, we will take over this personal data for the purpose of initiating a contract and finally for the purpose of fulfilling the contract within the scope of Art. 6 Para. 1 lit. b) GDPR.

D. Data protection information for job application process

Thank you for your interest in our company. The protection and security of your personal data is of particular concern to us. Therefore, we would like to inform you in the following about the handling of your personal data when you apply to us. Please read the information and regulations carefully beforehand.

We treat your personal data confidentially and process it in accordance with the legal requirements. This naturally applies to applications for advertised positions as well as to unsolicited applications.

1. What personal data do we process and where does it come from?

In the context of the application, applicant data is collected and processed which is necessary for the application process. These are in particular:

- Your master data (such as first name, last name, name affixes, date of birth).
- If applicable, your work permit / residence title
- Your contact data (private address, (mobile) phone number, e-mail address)
- Data on your education/work experience (information on school and vocational training as well as studies and the respective degrees, work experience)

You are not obliged to provide us with this information. However, without this data, we are usually unable to consider you as an applicant. We only process personal data that you provide to us as part of the application process or that we have permissibly obtained from publicly accessible sources (e.g. professional networks).

As a rule, we do not process special categories of personal data, so-called sensitive data within the meaning of Article 9 GDPR, as part of the application process. An exception is made for information you voluntarily provide about a severe disability.

Please refrain from providing us with data about your racial and ethnic origin, political opinions, religious and ideological beliefs, trade union membership, health, sexual life or sexual orientation. This also applies to genetic or biometric data concerning you.

2. For what purposes and on what legal basis is my data processed?

Based on the application process you have initiated, we process your personal data exclusively for the purpose of processing your application. The processing is carried out in compliance with the provisions of the GDPR. The primary legal basis for this is Art. 6 para. 1 lit. b) GDPR, according to which data processing is permissible insofar as it is necessary for the establishment of an employment relationship.

If you have provided us with special categories of personal data within the meaning of Article 9 GDPR in the context of your application without being asked to do so and of your own free will, the processing of this data - if at all - will be based on the consent you have given us. In relation to any severe disability/equal treatment that you may have communicated, data processing is also carried out in order to fulfil our legal obligations under labour law, social security law and social protection law.

The relevant standards are Art. 9 para. 2 lit. a) and lit. b) GDPR as well as Art. 6 para. 1 lit. b) GDPR. Should the data be required for legal prosecution after completion of the application process, this data may be processed on the basis of the requirements of Art. 6 GDPR, in particular to safeguard legitimate interests pursuant to Art. 6 para. 1 lit. f) GDPR.

Our interest then consists in asserting or defending claims.

3. Who gets access to my data?

Access to your data is only granted to those persons within our company who need it for the decision to establish the employment relationship as well as for the immediate implementation of this decision. Your

data will not be sold or marketed in any other way. Your data will only be stored on ARENSIA dedicated servers hosted in Lithuania or Germany.

4. How long will my data be stored?

We process your applicant data for the duration of the application process. In the event of a rejection, we will store your documents for a maximum of 6 (in figures: six) months due to statutory objection periods. If you have been offered the desired position in our company as part of the application process, we will transfer your data to our personnel management system.

You have the option of having your data stored in our talent pool if your desired position is not currently available in our company. This may be the case in the future and we will be able to access your application documents. To do this, we need your express consent, which you can easily give us. We will then continue to store your data for a maximum of one year after completion of the application process; the legal basis is your consent in accordance with Art. 6 Para. 1 lit. a) GDPR. You can revoke this consent at any time with effect for the future without giving reasons.