

## PRIVACY NOTICE FOR JOB APPLICANTS

Vitrolife Sweden AB and its affiliates (“Vitrolife Group” or “us”) care about your privacy. Therefore, Vitrolife Group always strives to protect your personal data in the best possible way and to comply with all applicable laws and regulations for the protection of personal data.

In this privacy notice, Vitrolife Group wants to inform you as a job applicant for an open position at Vitrolife Sweden AB or any company within Vitrolife Group about how Vitrolife Group processes your personal data during the recruitment process.

If Vitrolife Group enters into an employment agreement with you, our processing of your personal data will be governed by a separate privacy policy.

### 1. Who is responsible for your personal data?

The Global HR department of Vitrolife Sweden AB, Swedish company registration number 556546-6298, with address Box 9080, 400 92 Gothenburg, Sweden, telephone number +46 31 7218000, is responsible for the processing of your personal data (the controller).

In addition, the company announcing the position you are applying for will process your personal data as an independent controller, as may be communicated to the candidate from time to time. The data processing shall be the same as described in this privacy notice, but the controller may differ as it will be communicated to you.

If you have any questions or queries regarding Vitrolife Group’s processing of your personal data, you are welcome to contact us by sending an e-mail to [dataprotection@vitrolife.com](mailto:dataprotection@vitrolife.com).

### 2. Information about the processing of your personal data

The personal data that Vitrolife Group processes about you as a job applicant (data subject) is the information you provide to us in connection with your application for an open position at Vitrolife Group or that a third party has provided to us in the recruitment process.

### 3. Type of personal data we are collecting about you

Vitrolife Group will primarily obtain your personal data from you, e.g. during the application process. Your personal data may also be obtained via a third party, e.g. from someone you have directed us to obtain your personal data from e.g. when we contact references that were provided to Vitrolife Group by you, or from service providers acting on Vitrolife Group’s behalf (e.g. background screening and verification including education, past employment, references).

Examples of personal data about you that Vitrolife Group processes:

*Please note that the below list is a list of examples only and not intended as an exhaustive list. Vitrolife Group will not necessarily process all the data listed below about you, and some of the purposes for processing will overlap and there may be several purposes which justify our use of your personal data.*

Name, address, email address, phone number, date of birth, gender, photo, resumes, cover letter, performance and evaluation data (such as personal and analytical tests in connection with recruitment processes) current employment data (such as current compensation package and expectations and notice period under current employment contract, if any)

Vitrolife Group may also process personal data about you that is unstructured, for example, any documentation that someone else produced in which you are mentioned. This also includes e-mail correspondence which you are mentioned in.

#### **4.** Purpose of the processing with the legal basis for the processing

The purpose of the data collection is to evaluate your personality, skills and experience to determine your suitability for the open position.

The legal basis of our data collection is i) the need for fulfilling Vitrolife Group's obligation with legal requirements ii) Vitrolife Group's legitimate interest to communicate with you, to evaluate your competence for the position iii) or your freely given, unambiguous consent.

#### **5.** Recipients or categories of recipients of the personal data and Transfer of personal data -Who can gain access to your personal data?

As a starting point, only Vitrolife Sweden AB and the relevant Vitrolife Group company who has the open position process your data. We also shares your personal data with relevant companies in our company group.

In some cases Vitrolife Group also shares your personal data with our internal and external IT suppliers. Also, other suppliers Vitrolife Group contract may possibly gain access to all of the personal data Vitrolife Group processes about you, however, only to the extent necessary to fulfill the suppliers' obligations in relation to Vitrolife Group. It can be, for example, companies that work with administration of salaries or insurance. The list of processors is set forth in Appendix 1.

Generally, Vitrolife Group only process your personal data within the EU/EEA. However, Vitrolife Group intends to transfer your personal data within Vitrolife Group. In the event that your personal data is transferred to a recipient in a third country or to an international organisation Vitrolife Group will take suitable and appropriate safeguards to protect the personal data being processed. We inform you that Vitrolife Group has implemented a Group Data Transfer Agreement that secures the international data transfers within Vitrolife Group, and that we will use the Standard Contractual Clauses together with additional safeguards as applicable issued by the European Commission for international data transfers.

#### **6.** Data Storage period - For how long do we process your data?

Vitrolife Group will normally keep your personal data until the recruitment process has been concluded, and two (2) years (shorter or longer dependent on applicable employment legislation) to satisfy the need to use such personal data in the event of an actual, threatened or anticipated dispute or claim (e.g. on grounds of discrimination).

If consent has been given to store personal data for future recruitment needs, it will be stored until a future recruitment of the applicant is no longer relevant and/or until such consent has been withdrawn.

#### **7.** Securing personal data

We are committed to protecting your personal data and ensuring that your choices are honoured. We have taken strong security measures to protect your personal data from loss, misuse, unauthorized access, disclosure, alteration, or destruction.

**8.** How can you affect our processing of your personal data?

Right to information	You can obtain further information on the personal data which we store and process about you by sending an e-mail to <a href="mailto:dataprotection@vitrolife.com">dataprotection@vitrolife.com</a> stating this request.
Right to object	You may object to your personal data being processed. If you wish to object to your personal data being processed, please send an e-mail to <a href="mailto:dataprotection@vitrolife.com">dataprotection@vitrolife.com</a> stating this request.
Right to rectification and restriction of processing	You may request that your personal data is rectified or restrict the processing of your personal data. If you wish to have your data rectified or restrict the processing, please send an e-mail to <a href="mailto:dataprotection@vitrolife.com">dataprotection@vitrolife.com</a> stating this request.
Right to a copy of your personal data	You may be entitled to obtain a copy of your personal data in a structured, commonly used and machine-readable format by sending an e-mail to <a href="mailto:dataprotection@vitrolife.com">dataprotection@vitrolife.com</a> stating this request. If technically feasible, you may request that the personal data is transmitted directly to another company or person acting as a data controller.
Right to make a complaint	If you have any complaints about our processing of your personal data, you may contact the Swedish Data Protection Agency ( <i>Sw. Integritetsskyddsmyndigheten</i> ).

If you wish to exercise one of your rights, please send an email to: [dataprotection@vitrolife.com](mailto:dataprotection@vitrolife.com) or a letter to:

Vitrolife Sweden AB  
Group Legal  
Gustaf Werners Gata, 421 32 GÖTEBORG, Sweden

We kindly inform you that Vitrolife Group may not always be obliged to comply with a request of deletion, restriction, objection or data portability. Assessment may be made on a case by case basis of our legal obligations and the exception to such rights.

Please note that we may require proof of your identity and full details of your request before processing it. The data will only be used to verify your identity and will not be stored for longer than needed for this purpose.

We will reply in a reasonable delay, in accordance with the applicable regulations.

Appendix 1 List of data processors

Name of the processor	Contact information	Purpose of the data processing
Sage People	<a href="mailto:globalprivacy@sage.com">globalprivacy@sage.com</a> The Sage Group plc, C23 5 & 6 Cobalt Park Way, Cobalt Business Park, Newcastle- Upon-Tyne, Tyne & Wear, NE28 9EJ	Global HR Solutions