

PRIVACY NOTICE

15/03/2024

Dear employee,

In the context of the entry into force on 25.05.2018 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (“**General Data Protection Regulation**” – **GDPR**),

we, Zentiva Pharma UK, 02148996 of 12 New Fetter Lane, London, EC4A 1JP (hereinafter individually referred to as the "**Company**"), legal entity which is part of Zentiva group of companies listed here: <https://www.zentiva.com/-/media/files/zentivacom/gdpr/Zentiva-Entities.pdf> (hereinafter generically and collectively referred to as “**Zentiva**” and/or “**we**” and/or the “**Affiliates**”), as (*Joint*) Controllers,

pursuant to art. 13 and 14 of GDPR, would like to detail herein:

- ✓ how we obtain your Personal Data;
- ✓ the (categories of) Personal Data that we may Process;
- ✓ the purposes of the Processing for which the Personal Data are intended, as well as the legal basis for the Processing;
- ✓ the conditions under which we may disclose your Personal Data;
- ✓ the international transfer of Personal Data;
- ✓ how we keep your Personal Data secure;
- ✓ how we keep the Personal Data accurate;
- ✓ minimization of Personal Data;
- ✓ the retention period of your Personal Data;
- ✓ the rights you have in relation with your Personal Data;
- ✓ direct marketing;
- ✓ the contact details;
- ✓ the definitions of the terms listed under this Privacy Notice;
- ✓ the list of the (*Joint*) Controllers and the corporate governance of Zentiva – list of Zentiva’s branches;
- ✓ the revisions of this Privacy Notice.

(A) How we obtain your Personal Data

Being given the execution, performance, amendment and/or the termination of your employment contract, we collect your Personal Data:

- ✓ directly from you; and / or
- ✓ from other sources: such as public and / or private third parties who provide your Personal Data to Us (e.g. healthcare professionals performing the (medical and psychological) occupational examination, or public authorities issuing the criminal record etc.).

(B) The (categories of) Personal Data that we may Process

The Company may Process the following categories of Personal Data, as the case may be:

- ✓ **Basic data**: name and surname*; previous surname (if the case)*; citizenship / nationality*; date and place of birth*; age*; marital status*; ID copy*; personal identification number*;



passport number (if applicable)*; visa number (if applicable)*; work and residence permit number (if applicable)*; signature*; CV*; educational attainment and date of graduation*; academic title*; references*; certifications*; disciplinary actions*; employee ID*; the job title within the Company / Zentiva*; statement of disability (if applicable)*; information on work capacity, eventually reduced work capacity (if applicable)*; data on the health insurance company*; health insurance card number; foreign insurance information (if applicable)*; driving license number, date and place of issue (only where you use a company motor vehicle)*; photos (on copies of documents provided to the Company, on the access cards within the premises and in Zentiva's IT systems)***.

- ✓ **Criminal record data***: unspent convictions; spent convictions; cautions; inclusion on the Childrens barred list. Criminal Record checks may be requested at any time, in accordance with UK legislation.
- ✓ **Contact data**: permanent and residence address (if different)*; personal phone number***; professional mobile phone number***; personal e-mail address***; professional e-mail address***; the system ID assigned by Zentiva***; contact details of a close person for emergencies***.
- ✓ **Financial data**: the amount and payment of salary. increments, allowances, additional cash / in kind benefits, increases, indemnities, deductions, and bonuses granted, as the case may be*; working time sheets*; pension security data*; bank account details*; indication of any seizures, garnishments, insolvency and other proceedings, alimony, fines (if applicable); blood donation information*; the number of the supplementary pension insurance contract*.
- ✓ **Dependency data (including in relation to children)**: identity and / or civil status data**, ID copy**, data on education**, **, statements of the dependents or of other individuals pointed out by you**.
- ✓ **Personnel data**: the date of employment*; full-time or part-time info*; end of probationary period*; employee category / subcategory***; working level***; the name of the manager***; name of organizational unit***; absenteeism, attendance and working time sheets*; promotion*; leave and applications for leave*; information on the results of occupational medical examinations***.
- ✓ **Employee training and evaluation data**: employee training goals, progress and results (including record / schedule of training and the qualifications obtained)***; employee development plan***; employee performance goals, progress and results***; annual performance management results, including employee's self-assessment results***.
- ✓ **Compliance and work obligations data**: date of certification by the Association of Pharmaceutical Companies*; reports of a breach of an employee's obligations under the legislation relating to the work performed by him/her*; disciplinary actions / punishments*; confirmation of the Company's / Zentiva's internal regulations***; the date and reason for termination***.
- ✓ **Previous work place data**: indication of previous employers and jobs*; length of service certificate, contribution certificate for the last 6 / 12 months or the work place where the basic function is registered*.
- ✓ **Security data**: login records (including username)***; logon records (including logon location, logon IP address, and failed logon attempts)***; internal investigation records*; records of employees' use of the company's IT systems***; evidence of any violation or suspicion of any breach of Company's / Zentiva's internal regulation or applicable law*.
- ✓ **Content of internal and external electronic communication*****.
- ✓ **CCTV data**: image (with no facial recognition availability)***.
- ✓ **Monitoring data of Company's / Zentiva's IT resources**: frequency of incoming / outgoing electronic communications*** and / or the volume of data transmitted through electronic communications***; network traffic and data use in connection with the internet access, including websites visited***; automatic checking of outgoing electronic





communications using mathematical algorithms (DLP) for the presence of data that could be considered personal data ***.

With a view to execute, perform, amend and terminate the employment contract and / or to fulfil the legal obligations incumbent on us pursuant to the applicable or incidental legislation, the provision of the Personal Data noted above with * is mandatory, therefore your refusal to provide the related Personal Data, respectively your refusal to allow us to Process the related Personal Data will make impossible for us the execution, performance, amendment, termination of the employment contract and / or the fulfilment of the legal obligations incumbent on us.

Performance of certain interests / rights that you or your relations may have pursuant to the applicable and / or incidental legislation (e.g. personal deductions or coinsurance) is optional and depends on your decision, based on the employment contract. Once your option expressed, provision to, respectively Processing by the Company of the Personal Data noted above with ** becomes mandatory, as well and your refusal to provide the related Personal Data, respectively your refusal to allow us to Process the related Personal Data will make impossible for you the performance of certain interests / rights.

Personal Data noted above with *** are Processed by us pursuant to the Company's legitimate interest, detailed under Section (C2) below.

In case you provide us Personal Data noted above with ** or with *** which belong to third parties individuals, we will consider that (i) you have previously obtained the consent of the related individual (if applicable) and that (ii) you have the authority to (a) transfer us the related Personal Data and (b) to authorize us (1) to Process and, inclusively, (2) to disclose these Personal Data, pursuant to the applicable and / or incidental legislation incumbent on us and with the present Privacy Notice, without making us violate the applicable privacy legislation, inclusive of but without being limited to GDPR. To this extent, the Company shall not be held liable for any in / direct, moral or material damage or other loss (inclusive of but without being limited to lost opportunities, loss of profit or other losses) of any kind incurred by any individual, as a result of the transfer and / or Processing by the Company, pursuant to the applicable and / or incidental legislation and to this Privacy Notice.

Sensitive Personal Data: The general rule of thumb is also not to collect those categories of Personal Data, considered to be special, such as: data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation, except in specific and limitative circumstances and forms, provided for in the Personal Data protection legislation (e.g. ensuring high standards of quality and safety of pharmaceutical products for human use or medical devices).

(C) The purposes of the Processing for which the Personal Data are intended, as well as the legal basis for the Processing

(C.1.) Purposes of Processing for which the Personal Data are intended

We may Process your Personal Data for the following purposes:

- ✓ **Execution, performance, amendment and/or termination of your employment contract:** carrying out the administrative activities within the Company, in relation with the employment contract, including aspects related to its management, planning, organizing and termination (inclusive of but not limited to disciplinary actions and performance assessment); organizing the guidance within the Company upon onboarding; fulfilment of the health and safety requirements at the workplace; assurance of instruments, equipment, tools, means and/or facilities necessary to accomplish the work-related duties; payment / reconsideration of salary and of benefits granted to employees, pursuant to the applicable or incidental law, or to the opportunities identified by the Company, granting prizes / extra pays and / or other



bonuses, performance of deductions from the salary; carrying out the administrative, support and/or logistic activities related to the performance of the employment contract and to the normal conduct of the Company's business, namely: work related travel (inclusive of but not limited to mandatory medical insurance), processing the requests for advance payment and settlement of expenses, compulsory and/or optional training, learning and professional development of employees; invoicing the goods purchased from the Company;

- ✓ **Human resources management:** recruitment; human resources management and other related personnel management; performance management; promotion and succession planning; (personnel) mobility management; evaluation / control (including disciplinary actions); employee development (including mandatory and / or optional training and / or career development activities and the related skills management); managing attendance and absence, obstacles to work and holidays; transfers; internal recruitment; creating and maintaining one or more employee directories; organizational surveys; internal / external communication; awareness raising campaigns; corporate events;
- ✓ **Business management:** managing and running the business of Company / Zentiva, respectively management of: organizational planning and reporting, business development, sales (including export), internal / external audit, meetings, marketing, purchase (including import), internal and external communication, finance (including budgeting, planning and reporting), legal affairs, regulatory affairs, manufacturing, quality assurance and control, R&D, medical, pharmacovigilance, IT resources, assets, data protection, archiving current activities;
- ✓ **IT communications and operation, asset protection:** internal communications and intranet management; provision, protection and maintenance of IT systems, business computers and office equipment; creation and maintenance of equipment allocation records; IT security, firewalls and antivirus software; IT security procedures and controls; management of Company's / Zentiva's Site; prevention from unauthorized access; protection of Company's vehicle motors and maintenance of travel logs for business purposes; prevention of loss of personal data in outgoing open email communication (DLP);
- ✓ **Health and safety:** protection of health and safety at work; crisis plan; creation and maintenance of related records; compliance with applicable or incidental legislation;
- ✓ **Remuneration:** planning and payment of due remuneration, incentive schemes, benefits (including bonus management), supplementary pension insurance, deductions; settlement of (travel) expenses; accounting, payroll and tax agenda;
- ✓ **Compliance with labor law and legal obligations:** Compliance with the obligations under the applicable or incidental law and / or Company's / Zentiva's internal regulations and also including within the context of control and investigation actions and cooperation with the public (central and / or local) competent institutions / authorities; reconciliation.

(C.2.) The legal basis for the Processing

When Processing your Personal Data in connection with the purposes set out under section C.1. above, we may rely on one or more of the following legal basis, depending on the circumstances:

- ✓ **Consent:** We may Process your Personal Data pursuant to art. 6, para. (1) lit. a) of GDPR, where we have obtained your prior, explicit consent to the Processing for the purposes listed in the consent form attached to this Privacy Notice or electronically made available to you (this legal basis is only used in relation to Processing that is entirely voluntary – it is not used for Processing that is necessary or mandatory in any way); and/or



- ✓ **Contractual Need:** We may Process your Personal Data pursuant to art. 6, para. (1) lit. b) of GDPR, with a view to execute, perform, amend and / or terminate the employment contract and / or any other type of agreement (e.g. sale purchase agreement, medical services agreement, sports services agreement etc.) we are parties to; and / or
- ✓ **Legal compliance:** We may Process your Personal Data pursuant to art. 6, para. (1) lit. c) of GDPR, when Processing is necessary for compliance with a legal obligation to which the Company / Zentiva, as a legal entity, trader, employer, holder of marketing authorization / manufacturer / importer / exporter / distributor of pharmaceutical products for human use / food supplements / medical devices, taxpayer, contractual partner, seized third party, is subject; and / or
- ✓ **Legitimate interest:** We may Process your Personal Data pursuant to art. 6, Para. (1) lit. f) of GDPR when Processing is necessary for the purposes of the Company's / Zentiva's legitimate interests, over which your interests or your fundamental rights or freedoms do not take precedence, such as:
 - normal conduct of the Company's business; and / or
 - planning and organizing of corporate and / or commercial events; and / or
 - organizing and publishing internal and / or external communication; and / or
 - collection, storage and use of contact data of your siblings or of other individuals appointed by you, for emergency cases; and / or
 - management of social responsibility projects; and / or
 - origination, maintenance, development and / or termination of the relationship with our customers and suppliers (business development); and / or
 - carrying out analyzes, research and reporting for the planning and management of organizational resources (including but not limited to succession planning, organizational planning, including budgeting); and / or
 - reviewing, developing, optimizing and improving the practices related to labor, the working environment and productivity; and / or
 - monitoring and ensuring the security of the operational activities associated with the means of data processing and communication (including by producing, maintaining and periodically reviewing the event logs that record the user's activities, exceptions, failures, and information security events); and / or
 - monitoring and ensuring the physical security and the work environment of the individuals and / or the assets (including the IT infrastructure and / or the information goods), which are located on / within / by the Company's premises; and / or
 - protecting our assets, our customers' and suppliers' assets; and / or
 - prevention, detection and investigation of conflict of interest, misdemeanor, including fraud and money laundering or financing of terrorist acts; and / or
 - assessment and management of commercial risks; and / or
 - protection or pursuit of a legal or contractual right or obligation belonging to us, to an Affiliate or to another (contractual) partner; and / or
 - management of our internal registrations / entries / internal records; and / or
 - in relation with any claim, action or procedure (including, but not limited to: drafting and reviewing documents; drafting the necessary documentation for the conclusion of a transaction; obtaining legal advice and facilitating settlements); and / or
 - compliance with any rules, laws and regulations applicable to our activity, including cooperation with competent central and / or local public institutions / authorities.

Processing for purposes other than those mentioned above shall only be done in compliance with the applicable legal provisions on the protection of Personal Data.



(D) The conditions under which we may disclose your Personal Data

Your Personal Data is intended for use by the Company, as a (Joint) Personal Data Controller. In order to facilitate the performance of the Company's / Zentiva's activities in connection with the purposes of Processing detailed above, where appropriate and limited to a legal and specific purpose, your Personal Data may be disclosed to:

- ✓ you and, where appropriate, your appointed representatives;
- ✓ other legal entities that are part of Zentiva (you can view the list of the legal entities part of Zentiva group here: <https://www.zentiva.com/-/media/files/zentivacom/gdpr/Zentiva-Entities.pdf>);
- ✓ operational services providers (e.g.: service providers of: personnel management and payroll; medical and / or occupational health care;; archiving and storage of the Company's physical archive; travel, accommodation and travel health insurers; physical security; corporate events; compulsory / optional trainings, learning education and professional development; sports; couriers; telecommunication, organizational surveys etc.);
- ✓ banking institutions, in relation with any type of transfer of funds;
- ✓ central and / or local competent public institutions / authorities (e.g.: those competent in labor, fiscal / financial, qualification and / or authorization of specialized personnel, enforcement, courts, criminal investigation related matters);
- ✓ our consultants (e.g.: auditors, lawyers etc.);
- ✓ business partners, investors, assignees (current or potential) with a view to facilitate business (asset) transactions (which may include but not be limited to mergers, acquisitions, assignment of claims or sale of assets).

If we engage a third-party Processor to Process your Personal Data, the Processor will be subject to binding contractual obligations to: only Process the Personal Data in accordance with our prior written instructions and to take measures to protect the confidentiality and security of the Personal Data, together with any additional requirements under the applicable or incidental law.

(E) The international transfer of Personal Data

Because of the international nature of our business, we may need to transfer your Personal Data within Zentiva, and to third parties in connection with the purposes set out in this Privacy Notice. Where we transfer your Personal Data from the EU / EEA to recipients located outside the EU / EEA which are not in Adequate Jurisdictions, we do so on the basis of Standard Contractual Clauses and we require the recipient to provide us with a detailed description of technical and organizational measures in place. You may request a copy of our Standard Contractual Clauses using the contact details provided in Section (L) below.

Please note that when you transfer any (of your) Personal Data directly to Zentiva established outside the EU / EEA, Zentiva is not responsible for that transfer of your Personal Data. Zentiva will nevertheless Process such Personal Data, as of its receipt, in accordance with the provisions of this Privacy Notice.

(F) How we keep your Personal Data secure

Zentiva has implemented reasonable technical and organizational security measures, designed to protect your Personal Data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure of or access to, and other unlawful or unauthorized forms of Processing, in accordance with the applicable or incidental law.

Because the internet is an open system, the transmission of information *via* the internet is not completely secure. Therefore, we guarantee the security of your Personal Data inside an internal infrastructure of Zentiva only.



(G) How we keep the Personal Data accurate

We take reasonable steps to ensure that your Personal Data that we Process is accurate and, where necessary, kept up to date and the Personal Data that we Process that is inaccurate or uncomplete (having regard to the purposes for which it is Processed) is erased, rectified or completed without delay.

From time to time, we may ask you to confirm the accuracy of your Personal Data. You can always contact us with a request to rectify, complete or erase your inaccurate or incomplete Personal Data. For more details, please see the section (J) about the rights you have in relation with your Personal Data.

(H) Minimization of Personal Data

We take reasonable steps to ensure that your Personal Data that we Process is limited to the Personal Data reasonably necessary, in connection with the purposes set out in this Privacy Notice.

(I) The retention period of your Personal Data

We take reasonable steps to ensure that your Personal Data is only Processed for the minimum period necessary for the purposes set out in this Privacy Notice. The criteria for determining the duration for which we will retain your Personal Data are, as follows:

(1) We will retain your Personal Data in a form that permits your identification only for as long as:

-
- (a) we maintain an ongoing relationship with you (e.g. we have a long-term, ongoing relationship); or

 - (b) we are obliged by law to keep your Personal Data (e.g in relation to obligations arising from social security and pension matters); or

 - (c) your Personal Data is necessary in connection with the lawful purposes set out in this Privacy Notice (e.g. in relation to the occupational health and safety matters),

plus:

(2) the duration of:

-
- (a) any applicable statute of limitation period (i.e. any period during which any person could bring a legal claim against us in connection with your Personal Data, or any authority can initiate legal proceedings in which your Personal Data may be relevant); and

 - (b) an additional two (2)-month period following the end of such applicable statute of limitation period (so that, if a person brings a claim at the end of the limitation period, we are still afforded a reasonable amount of time to identify any Personal Data that is relevant to that claim, or if any authority initiates proceedings, we will still possess relevant documentation),

and:

-
- (3) in addition, if any relevant legal claims are brought or any other legal procedure is initiated, we may continue to Process your Personal Data for such additional periods as are necessary in connection with that claim or such proceedings.

During the periods noted in paragraphs (a) and (b) above, we will restrict our Processing of your Personal Data to the storage of, and maintaining the security of, such data, except to the extent that



such data needs to be reviewed in connection with any legal claim, or any obligation under applicable law.

Once the periods in paragraphs (1), (2) and (3) above, each to the extent applicable, have concluded, we will either permanently delete or destroy the relevant Personal Data or anonymize the relevant Personal Data.

(J) The rights you have in relation with your Personal Data

Unless the law otherwise provides, you have the following rights:

- ✓ **the right of access**, meaning the right to obtain a confirmation from our part as to whether or not your Personal Data are being Processed, and, where that is the case, access to your Personal Data and information on the Processing;
- ✓ **the right to rectification**, meaning the right to have, without undue delay, the rectification of your inaccurate Personal Data and / or the completion of your incomplete Personal Data, including by means of providing a supplementary statement;
- ✓ **the right to erasure/right to be forgotten**, meaning the right to obtain from us the erasure of your Personal Data without undue delay where: your Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise Processed; *or* you withdraw the consent on which the Processing is based and there is no other legal ground for the Processing; *or* you object to the Processing and there are no overriding legitimate grounds for the Processing; *or* your Personal Data have been unlawfully Processed; *or* your Personal Data have to be erased for compliance with a legal obligation applicable to us; the above mentioned grounds shall not be applicable to the extent that Processing is necessary: for exercising the right of freedom of expression and information; *or* for compliance with a legal obligation which requires Processing by law to which we are subject *or* for the performance of a task carried out in the public interest *or* in the exercise of official authority vested in us; *or* for reasons of public interest in the area of public health; *or* for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in so far as the right to erasure/right to be forgotten is likely to render impossible or seriously impair the achievement of the objectives of that Processing; *or* for the establishment, exercise or defense of legal claims;
- ✓ **the right to restriction of Processing**, meaning the right to obtain from us the restriction of Processing where: you contest the accuracy of your Personal Data, for a period enabling us to verify the accuracy of your Personal Data; *or* the Processing is unlawful and you oppose the erasure of your Personal Data and request the restriction of their use, instead; *or* we no longer need your Personal Data for the purposes of the Processing, but you require them for the establishment, exercise or defense of legal claims; *or* you have objected to Processing, pending the verification whether our legitimate grounds override yours;
- ✓ **the right to data portability**, meaning the right to receive your Personal Data which you have provided to us, in a structured, commonly used and machine-readable format and the right to have those data transmitted to another Controller, without hindrance from us, where technically feasible and where the Processing is based on consent *or* on a contract and the Processing is carried out by automated means;
- ✓ **the right to object**, meaning the right to object on grounds relating to your particular situation, at any time, to Processing of your Personal Data which is based on the performance of a task carried out in the public interest *or* in the exercise of official authority vested in us *or* on our legitimate interests, including profiling based on these, which triggers the cease of the Processing of your Personal Data, unless we can demonstrate compelling legitimate grounds for the Processing which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims;



- ✓ **the right to withdraw your consent** at any time, without affecting the lawfulness of Processing based on consent before its withdrawal, when the legal ground for our Processing is your consent;
- ✓ **the right to lodge a complaint with the ICO (Information Commissioners Office);**
- ✓ **the right not to be subject to a decision based solely on automated Processing**, including profiling, which produces legal effects concerning you or similarly significantly affects you, except for the case where such Processing is necessary for entering into, or performance of, a contract between us *or* is authorized by the law to which we are subject and which also lays down suitable measures to safeguard your subject's rights and freedoms and legitimate interests, *or* is based on your explicit consent.

Except of the right to lodge a complaint with the ICO (Information Commissioners Office), as mentioned above, these rights may be exercised by sending a written request to all or any of the contact details listed below:

- ✓ e-mail address: dpo@zentiva.com
- ✓ company's headquarters: Zentiva Pharma UK, First Floor, Andrews House, College Road, Guildford, GU1 4QB.
- ✓ by filling-in and submitting the form available here: <https://www.zentiva.co.uk/gdpr/rights>

You are not the subject of a decision based exclusively on the automatic Processing of your Personal Data, including profiling.

(K) Direct Marketing

You can unsubscribe from our e-mail address list at any time, by contacting the Data Protection Officer whose contact details are listed in Section (L) below.

(L) The contact details

Any questions or concerns you may have about this Privacy Notice or on how we Process your Personal Data may be addressed to the Data Protection Officer at:

Michal Merta, MBA, MSc., LL.M (Data Protection Officer)

e-mail address: dpo@zentiva.com

at the Company's headquarters in Zentiva Pharma UK, First Floor, Andrews House, College Road, Guildford, GU1 4QB.

(M) The definition of the terms listed under this Privacy Notice

- ✓ **"Adequate Jurisdiction"** means a jurisdiction that has been formally designated by the European Commission as providing an adequate level of protection for Personal Data.
- ✓ **"Affiliate"** any person that at such time is controlled by or under common control of AI Sirona (Luxembourg) Acquisition S.a r.l, company No. B223382, with its seat at 5, rue des Capucins L-1313 Luxembourg, Grand Duchy of Luxembourg. The term 'control' (and its grammatical variations) shall mean (i) possession, direct or indirect, through one or more intermediaries, of the power to direct the management or policies of a person, whether through ownership of voting securities, by contract relating to voting rights or otherwise, or (ii) ownership, direct or indirect, through one or more intermediaries, of more than fifty percent (50%) – or any other percentage as per any applicable law which enables to exercise the Control – of the outstanding voting securities or other ownership interest of such person.





- ✓ **“Controller”** means the entity that decides how and why Personal Data is Processed. In many jurisdictions, the Controller has primary responsibility for complying with applicable data protection laws.
- ✓ **“EEA”** means the European Economic Area.
- ✓ **“Personal Data”** means information that is about any individual, or from which any individual is directly or indirectly identifiable, 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 individual.
- ✓ **“Process”, “Processing” or “Processed”** means anything that is done with any Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- ✓ **“Processor”** means any person or entity that Processes Personal Data on behalf of the Controller (other than employees of the Controller).
- ✓ **“Sensitive Personal Data”** means Personal Data about race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health, sexual life, any actual or alleged criminal offences or penalties, national identification number, or any other information that may be deemed to be sensitive under applicable law.
- ✓ **“Site”** means any website operated, or maintained, by the Company / Zentiva or on Company’s / Zentiva’s behalf.
- ✓ **“Standard Contractual Clauses”** means template transfer clauses adopted by the European Commission or adopted by a Data Protection Authority and approved by the European Commission.

(N) The list of the (Joint) Controllers and the corporate governance of Zentiva – list of Zentiva’s branches

Details on the Corporate Governance of Zentiva (List of Zentiva Entities and List of Zentiva Branches) is available here: <https://www.zentiva.com/-/media/files/zentivacom/gdpr/Zentiva-Entities.pdf>.

(O) The revisions of this Privacy Notice

We regularly review the Privacy Notice, with no prior notice. We will communicate any update of this Privacy Notice by the assistance of the Human Resources Department, through the Company’s / Zentiva’s intranet page and / or the Company’s notice board and / or the Company’s / Zentiva’s electronic communication system (e.g. e-mail / Workday). We encourage you to periodically visit the Privacy Notice, in order to be informed of how we Process Personal Data within the employment relationships.

