

Privacy policy

For **Arenzia Exploratory Medicine GmbH** and its subsidiaries (hereinafter collectively referred to as "**the company**", "**we**" or "**us**"), data protection is not only an obligation, but data protection is a central component of our business activities. Under 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 this processing on the following pages.

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

- **Part A** describes general data processing principles that are practiced in our company.
- **Part B** contains information about your visit to 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 are applying to us either on your own initiative or in response to an advertisement - thank you for your interest!

A. General part

This general section applies without restriction to all other parts of this privacy policy and constitutes an introductory and explanatory section that provides information on key 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 (Art. 4 No. 1 GDPR);
- **"Processing" means** any operation or set of operations which is performed on personal data or on sets of 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 (Art. 4 No. 2 GDPR);
- **"Pseudonymization" means** the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organizational measures to 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 nomination may be provided for by Union or Member State law (Art. 4 No. 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 another body, to which the personal data are disclosed, whether a third party or not (Art. 4 no. 9 sentence 1 GDPR);
- **"Consent" of the data subject means** any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her (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 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 using specific technical procedures, which allow or confirm the unique identification of that natural person, such as facial images or dactyloscopic 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 healthcare services, and from which information about their health status is derived (Art. 4 No. 15 GDPR).

2. Person responsible

is responsible for the processing of personal data:

Arenzia Exploratory Medicine GmbH

Speditionstr. 13, 40221 Düsseldorf, Germany

Phone: +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 "*Data Protection Officer/Confidential*". Our data protection coordinator is also available to answer any questions you may have about data protection using the contact details above.

4. General principles

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

For the processing operations, we indicate below how long the data is stored by us and when it is deleted or blocked. Personal data will be deleted or blocked as soon as the purpose or legal basis for storage no longer applies. However, data may be stored beyond the specified period in the event of (impending) legal disputes or other legal proceedings or if storage is provided for by legal regulations to which we as the controller are subject. If the storage period prescribed by the statutory provisions 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 suitable technical and organizational measures for the processing of personal data in order 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. These service providers only act on our instructions and are contractually obliged to comply with data protection regulations in accordance with the legal obligation under Art. 28 GDPR. If your personal data is passed on to our subsidiaries or 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 and means of processing, we act as joint controllers within the meaning of Art. 26 GDPR.

As part of our business relationship, your personal data may be passed on 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.

The European Commission certifies that some third countries have a level of data protection comparable to the EEA standard by means of 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 adequately guaranteed. This is possible via 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 assert your rights against us at any time using the contact details given above. You have the right vis-à-vis us

- to information about the personal data concerning you,

- to rectification of inaccurate personal data concerning you and completion of incomplete personal data concerning you,
- to demand the deletion of your data stored by us, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims and provided that the other legal requirements are met,
- to demand the restriction of the processing of your data under the further legal requirements,
- to receive your data, which you have provided to us, in a structured, commonly used and machine-readable format or to request the transmission to another controller ("data portability"),
- to object to the processing if the processing is based on Art. 6 para. 1 lit. e) or lit. f) GDPR. If it is not an objection to direct advertising, we ask you to explain the reasons arising from your particular situation when exercising such an objection,
- to revoke your consent once given,
- lodge 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 North Rhine-Westphalia.

6. Amendment of the data protection information

We review our data protection notices to determine whether they need to be adapted or amended. In particular, the legal situation may change as a result of legislative amendments or case law, making adjustments necessary. We will inform you about these changes by updating this data protection notice here on this website.

This data protection notice is **dated 17.7.2024**.

B. Data protection information website visit

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

When you visit our website, data that may enable you to be identified is processed temporarily. 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
- Website from which the website was accessed ("referrer")
- Websites that are accessed via the websites
- Visited page on our website
- Message as to whether the retrieval was successful
- Amount of data transferred
- Information about the browser type and version used
- Operating system

The temporary storage of the data is necessary for the course of a website visit in order to enable the website to be delivered. Further storage in log files takes place in order to ensure the functionality of the website and the security of the information technology systems. Our legitimate interest in data processing also lies in these purposes.

The legal basis for the processing is *Art. 6 para. 1 lit. f) GDPR*. The websites are hosted by the service provider **Voitin.com Web Services** Calea Mosilor 158, 2nd District, Bucharest, Romania, e-mail: office@voitin.com. 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.

1. Contact form

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

The legal basis for processing is *Art. 6 para. 1 lit. f)* insofar as your request is not aimed at concluding a contract with us. We have a legitimate interest in processing all inquiries in a way that is satisfactory for our communication partners.

The service provider **Voitin.com Web Services**, Calea Mosilor 158, 2nd District, Bucharest, Romania, email: office@voitin.com, with whom we have concluded an order processing agreement, hosts our Exchange servers, which we use to 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*.

2. YouTube Player

We embed videos on our website via the Google YouTube platform. The provider is Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland.

However, this is only possible if you give your consent first. Only after you have given your consent ("2-click procedure") will the YouTube player be loaded and the corresponding information stored on your end device. We use the plugin in extended data protection mode, but this does not offer complete privacy. Please note that

Google can track your activities independently. Among other things, the player stores LocalStorage objects and SessionStorage objects. The legal basis for this is Art. 6 para. 1 lit. a) GDPR and § 25 para. 1 TDDDG. Further information can be found at: [YouTube privacy policy](#).

3. Use of cookies and web storage (HTML5 objects)

We use cookies on our website. Cookies are text files that are stored on your hard disk and can be read. These cookies may contain content that enables the device used to be recognized. Some cookies only contain technical information that has no personal reference (such as our cookie consent banner, which only sets a status). Cookies are divided into "session cookies", which are automatically deleted at the end of the session, and permanent cookies, each of which has a predetermined lifespan.

The legal basis for cookies that are absolutely necessary to provide you with the expressly requested service is Section 25 (2) No. 2 TDDDG.

Any use of cookies that is not absolutely technically necessary for this purpose constitutes data processing that is only permitted with your express and active consent in accordance with Section 25(1) TDDDG in conjunction with Art. 6(1)(a) GDPR. Art. 6 para. 1 lit. a) GDPR is permitted. In addition, we will only pass on your personal data processed by cookies to third parties if you have given your express consent in accordance with Art. 6 para. 1 lit. a) GDPR. Section 25 TDDDG also applies to the saving and reading of web storage (HTML5 objects).

4. Google Analytics

We create pseudonymous user profiles with the help of Google Analytics in order to design our websites in line with requirements. Google Analytics uses targeting cookies that are stored on your end device and can be read by us. In this way, we are able to recognize and count returning visitors and find out how often our websites are accessed by different users. Data processing is carried out on the basis of Art. 6 para. 1 lit. a) GDPR (consent) and § 25 para. 1 TDDDG.

The information generated by the cookie about your use of our website is usually transmitted to a Google server in the USA and stored there. However, since we have activated IP anonymization on our website, your IP address will be shortened by Google beforehand within member states of the European Union. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and only shortened there (further information on the purpose and scope of data collection can be found, for example, at <https://policies.google.com/privacy?hl=de&gl=de>). We have also concluded an order processing contract with Google LLC (USA) in accordance with Art. 28 GDPR. Google will therefore only use all information strictly for the purpose of evaluating the use of our websites for us and compiling reports on website activity.

5. HotJar

We use Hotjar Observe, a service provided by Hotjar Ltd, 3 Lyons Range, 20 Bisazza Street, Sliema SLM 1640, Malta, on our website. This is a software for the analysis and optimization of online offers on the basis of pseudonymous measurements and analyses of user behavior, which may include in particular A/B tests (measurement of the popularity and user-friendliness of different content and functions), measurement of click paths and interaction with content and functions of the online offer (so-called heat maps and recordings). The legal basis is your consent in accordance with Art. 6 para. 1 lit. a) GDPR and Section 25 para. 1 TDDDG.

You can find HotJar's cookie policy here: <https://www.hotjar.com/legal/policies/cookie-information>

6. ZoomInfo

We use the advertising services of ZoomInfo for our website. The service provider is the Canadian company ZoomInfo Technologies LLC, 805 Broadway, Suite 900, Vancouver, WA 98660, Canada. Your data may also be processed in Canada and thus outside the scope of the GDPR. The European Commission has decided that there is an adequate level of protection for commercial offers from Canada in accordance with Art. 45 para. 1 GDPR. This means that data transfer to this country is permitted. You can view the decision here: <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A32002D0002>.

The legal basis is your consent in accordance with Art. 6 para. 1 lit. a) GDPR and § 25 para. 1 TDDDG.

You can find out more about the data that is processed through the use of ZoomInfo in the privacy policy at <https://www.zoominfo.com/about-zoominfo/privacypolicy>.

7. LinkedIn

Our website uses the “LinkedIn Insight Tag” conversion tool from LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland. This tool creates a cookie in your web browser, which enables the following data to be collected: IP address, device and browser characteristics and page events (e.g. page views). This data is encrypted, anonymized within seven days and the anonymized data is deleted within 90 days. LinkedIn does not share any personal data with us, but offers anonymized reports on the website target group and display performance. LinkedIn also offers the option of retargeting via the Insight Tag. You can find more information on data protection at LinkedIn here: <https://www.linkedin.com/legal/privacy-policy>, Cookie Policy: https://www.linkedin.com/legal/cookie_policy. The legal basis is Art. 6 para. 1 lit. a) GDPR and § 25 para. 1 TDDDG.

8. Cookies

The exact description of the cookies, the duration and provider information can be found in the Cookie Consent Manager.

(a) Necessary cookies

Necessary cookies are used on our website primarily to save your settings. You can either agree to the optional cookies or reject them. This setting is saved in three cookies so that we can take your selection into account.

(b) Non-essential cookies and web storage

With your consent, only the cookies you have selected will be used.

C. Data protection information for business contacts

This section applies to all personal data 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 company.

We may receive your contact information, for example, at business events (e.g. events, training courses, trade fairs) as part of a business appointment or as part of our business activities. For example, our employees 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 and further job-related information such as job title, position, department, company, further qualifications).

We have a legitimate economic interest in maintaining contacts beyond the initial contact and using them 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 that need your data to fulfill our contractual and legal obligations and to carry out our internal processes (e.g. sales, purchasing, logistics, financial accounting) will have access to it.

Service providers and vicarious agents employed by us may also receive and process data for these purposes. These are in particular external companies in the areas of business 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 to this.

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

Service providers that we use in the context 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 if no contact is made.

If a business contact results in a contractual relationship, we will use this personal data to initiate the contract and ultimately to fulfill the contract in accordance with Art. 6 para. 1 lit. b) GDPR.

D. Data protection information application procedure

Thank you for your interest in our company. The protection and security of your personal data is of particular concern to us. We would therefore like to inform you below about how we handle your personal data when you apply to us. Please read the information and provisions carefully beforehand.

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

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

As part of the application process, applicant data is collected and processed which is required for the application procedure. These are in particular

- Your master data (such as first name, surname, name affixes, date of birth)
- If applicable, your work permit / residence permit
- Your contact details (private address, (mobile) telephone number, e-mail address)
- Data about your education/professional experience (information about school and vocational training as well as studies and the respective qualifications, professional experience)

You are not obliged to provide us with this information. Without this data, however, we are generally not in a position 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 legitimately obtained from publicly accessible sources (e.g. professional networks).

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 applies to information voluntarily provided by you about a severe disability.

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

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

Based on the application procedure 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 permitted 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 unsolicited and of your own free will as part of your application, this data will be processed - if at all - on the basis of the consent you have given. With regard to any severe disability/equal treatment you may have communicated to us, the data processing is also carried out to fulfill our legal obligations under labor law, social security law and social protection law.

The relevant standards are Art. 9 para. 2 lit. a) and lit. b) GDPR and 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 in accordance with Art. 6 para. 1 lit. f) GDPR.

Our interest then lies in the assertion of or defense against claims.

3. Who has 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 and the direct implementation of this decision. Your data will not be sold or marketed in any other way. Your data is stored exclusively on our own servers or in data centers in 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 may be able to access your application documents. We require your express consent for this, 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.