

## Privacy Notice for candidates

This Privacy Notice explains how Light Chain Bioscience-Novimmune SA, (hereinafter referred to as, “LCB” or “we” or “us”) process the personal data of LCB’s candidates.

LCB is committed to protecting privacy and security of your personal data. We take great care in processing your personal data in compliance with the Applicable Swiss Data Protection Laws, in particular the Federal Act on Data Protection (“FADP”) and the Ordinance on the Federal Act on Data Protection (“FODP”). We only collect and use the information necessary to achieve the purposes described below. Your data will be treated and protected in accordance with this Privacy Notice at all times.

The Privacy Notice complies with the revised version of the FADP of 19 June 1992 (hereinafter referred to as “revFADP”). LCB is committed to prior implement the revised version since it is largely aligned with the 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 (“General Data Protection Regulation”) and consequently, provides enhanced rights for data subjects.

### Who is this Privacy Notice for?

This Privacy Notice applies to all LCB’s candidates whose personal data is being processed in the context of managing the recruitment activities.

### Who is responsible for processing the data?

In processing your personal data, LCB acts as the Data Controller (“Owner”) as per Article 5 (j) revFADP. This means that we are responsible for deciding how we hold and use personal data about you.

Email address: [info@lightchainbio.com](mailto:info@lightchainbio.com)

Postal address: CH-1228 Plan-Les-Ouates, Geneva, Switzerland.

LCB has appointed a Data Protection Advisor, whose role in relation to data protection includes informing and advising LCB and those of our candidates who are involved in processing data, of their obligations under applicable Swiss Data Protection Legislations.

The contact details of the Data Protection Advisor are as follows:

Email Address: [dpo@lightchainbio.com](mailto:dpo@lightchainbio.com)

## What categories of data do we process about you and why do we process them?

We collect personal data (including your curriculum vitae and your covering letter) you provide to us directly by postal way, via our email address available on our website or via the recruitment platform of our partners. Plus, we may collect additional personal data which is collected during your application process. If applicable, some of your personal data may be provided by your referees.

We collect, use and store the following categories of personal data about you as candidate:

- **Personal details**, such as your name, date of birth, gender, ID card or passport (if applicable), and any other data provided by you on the CV (*e.g.*: photo, social media account...);
- **Contact details**: email address, telephone number, postal address;
- **Professional details**, CV, covering letter, letters of reference, diplomas, skills, training, certifications and interview reports, employment history.

We may also collect, use, and store the following “special categories” of personal data about you as candidate:

- **Information about health**: such as data in relation to your disability status to consider whether there is a need to provide appropriate adjustments during the recruitment process (*e.g.*: test, interview).

## What we use data for?

As per Article 238 (b) Swiss Federal Code of Obligations, LCB is committed to process candidate’s personal data only to assess the suitability for the role. We are committed to processing your personal data only for the purpose of considering the job applications received and assess your suitability for employment or collaboration with LCB.

The situations in which we will process your personal data are the following:

- Administer and appraise the job application
- Assess your skills, qualifications, and suitability for the role
- Give access and administer your visit to the premises (covid measures, access badge...)
- Communicate with you about the recruitment
- Manage your interview
- Carry out background and reference checks, where applicable.
- Keep records related to your recruitment processes.
- Archive your data (including your C.V. and your motivation letter) in case you are not selected/hired (after requesting your consent).

## Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making unless we have a justification for doing so and we have prior notified you.

## To whom do we share your personal data with?

LCB may share your personal data with third parties where it is necessary for purposes described in this Notice. We may make your personal data available to the following third parties:

- HR and Finance department
- The hiring department’s managers
- Our services providers that help us to perform recruitment, reimbursement, IT services, paper archiving

LCB does not intend to transfer your personal data outside Switzerland. However, if I such cross-border disclosure of personal data is required, LCB shall transfer your personal data to third country guaranteeing an adequate level of protection in accordance with the applicable Federal Council’s decision.

In case of absence of such decision by the Federal Council, personal data will still be disclosed abroad only if appropriate safeguards are guaranteed pursuant to Article 16 (2) revFADP, including EU Commission’s Standard Contractual Clauses.

When such cross-border disclosure occurs, a list of all the third countries to which LCB intends to transfer your personal data will be set forth in Annex I.

In such case, you can also receive a copy of the appropriate safeguards by contacting LCB’s Data Protection Advisor at the contact details provided above (in the section entitled “*who is responsible for processing the data?*”).

## What are your rights and how can you exercise them?

As per revFADP, you have the following rights in relation to your personal data:

<b>Right to be informed:</b>	You have the right to be “ <i>adequately</i> ” informed of the collection of your personal data, including if such data is collected from a third party.
<b>Specific rights in case of automated decision-making:</b>	You have the right to be informed when a decision is taken exclusively based on automated processing, and which has legal effect or affects you significantly. You have also the right to be heard and the right to ask a human intervention to review such decision.

<b>Right of access:</b>	You are entitled to ask us to provide you with all the personal data held about you.
<b>Right to rectification:</b>	You are entitled to ask us to rectify, by completing or correcting, all or certain information held about you which appears incorrect.
<b>Right to data portability:</b>	You can ask to receive a copy of your personal data in a commonly used format and / or ask that your personal data is transferred to another data controller.
<b>Right to object</b> (Including right to restriction and right to erasure):	You may object (opt-out) to the processing of your personal data. The right to object includes the right to ask correction, deletion, destruction, and prohibition of processing your personal data or of the disclosure to third parties. You have also the right to request a note indicating the objections to be added to your personal data.

Please, note that these rights are not absolute and will be subject to a case-by-case analysis by LCB's Data Protection Advisor.

To exercise your rights, please contact LCB's Data Protection Advisor at the contact details provided above (in the section entitled "*who is responsible for processing the data?*"). If LCB does not provide you the requested data or does not fulfil your request, you will be provided with the reason(s) for such decision.

If you are not satisfied with the result or handling of your complaint by LCB, you may contact the Swiss Federal Data Protection and Information Commissioner ("FDPIC"):

Feldeggweg 1  
CH - 3003 Berne  
Telefon: +41 (0)58 462 43 95 (mon.-fri., 10-12 am)  
Telefax: +41 (0)58 465 99 96  
Website: <https://www.edoeb.admin.ch/edoeb/en/home.html>

As per the Swiss Civil Code and the revFADP, you may lodge a civil claim in case of personality rights' infringements, in particular, regarding the exercise of your rights of access, rectification and object but also regarding infringements related to data privacy principles.

***Changes to this Candidate's Privacy Notice***

*This Privacy Notice is effective from 01 JAN 2022. We reserve the right to change this notice at any time (for example, to comply with changes in laws or regulations; our practices, procedures and organizational structures; requirements imposed or recommended by supervisory authorities; or otherwise). Changes to this notice shall be applicable on the effective date of implementation. We will communicate any changes to you, where we are required to do so.*

Annex I:

List of the third countries and related data protection guarantees in case of cross-border disclosure

THIRD COUNTRY	DATA PROTECTION GUARANTEES