

Data Privacy Statement

Recruitment

This statement relates to personal information we collect and use when you seek employment with us and gives you more detail about what we do with it. It also lets you know your rights.

1. INTRODUCTION

Thank you for interest in joining Myonex. As part of your application (whether made directly or through someone else, like a recruitment agency) you have provided us with personal information so we can consider you for employment. This personal information can include your:

- (i) name, address, contact details and photograph;
- (ii) age, date of birth and place of birth;
- (iii) nationality and marital status;
- (iv) employment history (such as employers, dates of employment, duties, achievements, and reasons for leaving);
- (v) education history (such as places of education, education level and attainment);
- (vi) personal interests and activities, personal achievements, and actual or expected levels of remuneration; and
- (vii) documentation confirming identity (such as driver's licence, passport), address, residency status in the UK, and qualifications and certifications.

We collect and use this personal information to consider your application to work with us effectively, lawfully, and fairly. This means using your personal information to:

- (i) comply with our legal obligations in considering your application;
- (ii) subject always to your rights, pursue Myonex's legitimate interests in selecting and appointing the most suitable candidates for employment; and
- (iii) protect our legal position.

This statement relates to personal information Myonex Limited, Myonex LLC and Myonex GmbH collects and processes as the data controller during the recruitment process gives you more detail about what we do with it. It also lets you know your rights.

2. HOW WE USE YOUR PERSONAL INFORMATION

We only use your personal information to consider you for a position with Myonex and, if you are successful, offering you employment.

2.1 Meeting our legal obligations

Myonex has legal obligations to consider your application fairly and without discrimination. We use your personal information where necessary for ensuring these and our other legal obligations are met.

2.2 Myonex's legitimate interests

The personal information provided as part of your application is used in our legitimate interests to ensure we select the most suitable candidate(s) for employment.

2.3 Protecting our legal position

We will also use your personal information in our legitimate interest to exercise, establish or defend legal or other claims connected with your application and our recruitment process.

3. PERSONAL DATA NOT OBTAINED FROM YOU

Information relating to you coming from third parties is also treated as personal information. Your personal information may have been provided to us by: (i) a recruitment agency or other recruitment service provider; or (ii) a referee you have provided to us.

4. PERSONAL INFORMATION RELATING TO YOUR HEALTH

We may occasionally ask for information relating to your health as part of our recruitment process. We only do this when it is necessary to

- (i) carry out our legal obligations, or exercise our rights as a prospective employer; or
- (ii) protect our legal position.

5. WHO ELSE RECEIVES YOUR PERSONAL INFORMATION

We will share your personal information with the third parties detailed below, and other companies in the Myonex Group, but only for the purposes we have described.

5.1 Governmental authorities

We may provide any of your personal information to relevant authorities, such as the police or HM Revenue & Customs, where necessary to discharge any legal obligations we have or where it is in our legitimate interests to do so, for example to exercise or defend Myonex's legal rights.

5.2 Information technology and systems

We use information technology and software providers to support our activities. These providers can only use the personal information we share to provide their services to us.

5.3 Recruitment advisers and service providers

We engage a range of third parties to provide recruitment services and professional advice. We may provide personal information to these service providers or advisers so they can provide their services or advice. These third parties include recruitment agencies, web-based recruitment services, and professional services firms (like law firms, accountancy firms, and insurance brokers).

5.4 Referees

Your personal information may be shared with third parties for the purposes of seeking references in accordance with your written and verified instructions.

6. TRANSFERRING YOUR PERSONAL INFORMATION TO OTHER COUNTRIES

Our information technology and systems providers may be based outside of the UK and Europe, meaning your personal information may be transferred to other countries, including the United States and India. Where this happens, the transfer is, where relevant, subject to safeguards we have implemented to ensure it is protected in accordance with the requirements of data protection law. We can provide further details of how these transfers are protected on request.

Within Myonex Group

Myonex is a group of companies with locations in the United States, Europe, and the United Kingdom. Your personal information will be transferred to these locations, but only for use by Myonex for the purposes described in this privacy statement. In each case, these transfers are subject to adequate safeguards as prescribed by law.

Myonex is committed to the EU-U.S. Data Privacy Framework, the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework, and to the rights of EU and UK individual and Swiss individuals. If you wish to receive further information on these transfers and the safeguards in place, please contact us at privacy@myonex.com.

Myonex LLC also complies with the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) as set forth by the U.S. Department of Commerce. Myonex LLC has certified to the U.S. Department of Commerce that it adheres to the EU-U.S. Data Privacy Framework Principles (EU-U.S. DPF Principles) with regard to the processing of personal data received from the European Union in reliance on the EU-U.S. DPF and from the United Kingdom in reliance on the UK Extension to the EU-U.S. DPF. Myonex LLC has certified to the U.S. Department of Commerce that it adheres to the Swiss-U.S. Data Privacy Framework Principles (Swiss-U.S. DPF Principles) with regard to the processing of personal data received from Switzerland in reliance on the Swiss-U.S. DPF. If there is any conflict between the terms in this privacy statement and the EU-U.S. DPF Principles and/or the Swiss-U.S. DPF Principles, the Principles will always take precedence.

To learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit the U.S. Department of Commerce's Data Privacy Framework website:

<https://www.dataprivacyframework.gov/s/>.

Accountability for personal data that Myonex receives in the United States under the DPF Frameworks described above and subsequently transfers to a third party is described in the Principles. In particular, Myonex remains responsible and liable under the Principles if third-parties it engages to process the personal information on its behalf do so in a manner inconsistent with the Principles, unless Myonex can show it is not responsible for the event giving rise to the damage.

If you wish to receive further information on these transfers and the safeguards in place, please contact us at privacy@myonex.com

7. HOW LONG DO WE KEEP THIS PERSONAL INFORMATION?

Unless you are successful in your application, we retain your personal information for a period of no more than twelve months after the relevant recruitment campaign has finished, or if you consent, such longer period that you agree to. For applications to Myonex GmbH the period we retain your personal information is six months.

8. YOUR RIGHTS

7.1 Right to withdraw consent

Where we have asked for your consent for any of our processing of personal information, you can withdraw that consent at any time. Write to us at our address or email privacy@myonex.com. Once your request has been verified, we will stop our processing within one working day. This only applies in respect of processing where your consent has been provided.

7.2 Accessing, deleting, rectifying and moving your personal information

Subject to certain limitations, you have the right to:

- access your personal information;
- require us to delete it;
- rectify any personal information we hold that is incorrect; and/or
- have your personal information transmitted to another data controller.

If you want to exercise these rights, please let us know in writing. You will need to provide sufficient information to verify and complete your request. We will complete your request within thirty days, subject to any legal or other requirements that requires or permits us not to complete your request.

7.3 Objecting to the use of your personal information

When we use your personal information in our legitimate interests, you have the right to object to this processing, which you can exercise at any time. However, if you do exercise this right, we may not be able to continue with your application.

7.4 Lodging a complaint

Generally

You can at any time complain about our processing of your personal information with the following data protection authorities:

Germany (Berlin)

Berliner Beauftragte für Datenschutz und Informationsfreiheit.

You can obtain contact details at: <https://www.datenschutz-berlin.de/>

United Kingdom

UK's Information Commissioner's Office.

You can obtain contact details at: www.ico.org.uk

Switzerland

Where applicable, you can contact the Federal Data Protection and Information Commissioner.

You can obtain contact details at: <https://www.edoeb.admin.ch>

Data Privacy Framework

In compliance with the EU-U.S. DPF and the UK Extension to the EU-U.S. DPF and the Swiss-U.S. DPF, Myonex LLC commits to resolve DPF Principles-related complaints about our collection and use of your personal information. EU,

UK and Swiss individuals with inquiries or complaints regarding our handling of personal data received in reliance on the EU-U.S. DPF and the UK Extension to the EU-U.S. DPF and the Swiss-U.S. DPF should first contact the Myonex LLC Privacy Officer: privacy@myonex.com.

In compliance with the EU-U.S. DPF, the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. DPF, Myonex LLC commits to cooperate and comply respectively with the advice of the panel established by the EU data protection authorities (DPAs), the UK Information Commissioner's Office (ICO) and the Gibraltar Regulatory Authority (GRA), and the Swiss Federal Data Protection and Information Commissioner (FDPIC) with regard to unresolved complaints concerning our handling of human resources data received in reliance on the EU-U.S. DPF, the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. DPF.

Binding arbitration is available to address residual complaints not resolved by other means. You can find further information on the [Data Privacy Framework Program website](#).

The Federal Trade Commission has jurisdiction over Myonex's compliance with the EU-U.S. Data Privacy Framework (EU-U.S. DPF) and the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF).

7.5 How do you contact us?

The data controllers are: **Myonex Limited** (for UK candidate(s)), **Myonex GmbH** (for candidate(s) in Germany, the European Union) and **Myonex LLC** (for all candidate(s), regardless of location). Myonex Limited is the representative of Myonex LLC in the UK, and Myonex GmbH is the representative of Myonex LLC in the European Union.

You can write to us at:

Myonex LLC 100 Progress Drive, Horsham, PA 19044, United States

Myonex Limited 1 Meer End, Birstall, Leicester, LE4 3EH, United Kingdom

Myonex GmbH Salzufer 13/14, Aufgang A, 1. 0G, 10587, Berlin, Germany

Our Data Protection Officer

Myonex has designated a Data Protection Officer in the UK and Europe. The Data Protection Officer can be contacted by emailing: privacy@myonex.com.

This statement was published on 12 April 2024. If you wish to see prior versions of this statement, please contact us.