



Applicant Privacy Notice – KF Select (Germany)

Date of entry into force of this Privacy Notice: April 2024

Your privacy and the protection of your personal data is important to us. This Applicant Privacy Notice explains what type of personal data we may collect from you when you complete an assessment in the KF Select Tool as part of your application process and how we use it for recruitment purposes.

The following types of data may be subject to data processing:

- Master data, such as applicant name.
- Contact data, such as private and professional e-mail address, private and professional telephone, and mobile phone number of applicant.
- Job/position applicant applied for.
- Contents of questionnaires or answers to questions in surveys and assessments by applicant, on behavioral skills, motivational factors, and character traits.
- Reports with personal characteristics of applicant.

Special categories of personal data are not requested as part of the evaluations and surveys. Such data cannot be inferred from the questionnaire provided.

The purpose of the data processing is to assess the skills of applicants for the purpose of talent acquisition, to support the filling of vacancies, to have a consistent and efficient assessment approach, and to recruit new employees/executives. The legal basis for the data processing in question is the consent of the data subjects. The data may only be processed in the context of the use of KF Select if consent has been given.

The evaluations accessible in the KF Select system are deleted upon Takeda's request after two years or upon the assessed person's request at any time. The purpose of retaining the assessments for two years is so that they can be reused if the individuals concerned apply for other executive positions in the company, as psychological research shows that the results obtained remain the same within two years and a new assessment would not be necessary in the event of another application. In addition, Korn Ferry has confirmed that they will retain the data in accordance with Takeda's policies and instructions. The data is to be automatically deleted from the system at the end of the workflow (number of days stated as 730). Subsequently, the data from the backups shall be deleted from the production systems after 30 days following deletion in accordance with the retention policy for backups. Archiving of the data is not intended.



The recipients of the data are the Talent Acquisition Partner (Recruiter) and the Talent Acquisition Coordinator (Recruiting Coordinator) for the respective position and the System Administrator for the KF Select Assessment Tool – all employed by Korn Ferry (US), 1900 Avenue of the Stars, Suite 2600, Los Angeles, CA 90067, and its legal subsidiaries in other countries. Additional recipients of the data are the Talent Acquisition Lead and the Hiring Manager for the respective roles – both employed by Takeda GmbH, Byk-Gulden-Straße 2, 78467 Konstanz, Germany, or in some instances by other legal Takeda entities in other countries.

The transfer of data to Korn Ferry and to third countries is secured by the data processing agreement concluded between Korn Ferry and Takeda USA, including the standard contractual clauses, which also apply to the German Takeda company based on the Intra-Group Data Transfer Agreement. In addition, the consent of the data subjects is obtained for the transfer of data to other countries. The transfer of the data to the US is also secured by the Adequacy decision on the EU-U.S. Data Privacy Framework.

According to Art. 15 - 21 GDPR, applicants have the following rights regarding their data collected by KF Select:

- Right to information.
- Right to erasure.
- Right to rectification.
- Right to data portability/data portability.
- Right to restriction of processing.
- Right to object.

You can withdraw your consent to the processing of your personal data at any time via <https://privacyportal.onetrust.com/webform/ccbe7f52-9dc0-4f13-9038-2289ae6e6a3d/f4f875cc-f477-43fc-bc1c-ba2f115e339e>.

If you have a complaint about the processing of your personal data, you can contact our Data Protection Officer, who can be reached at privacyoffice@takeda.com. You can also contact the data protection supervisory authority in your country of residence if one exists.

If you have any comments or questions with regards to this tool, please contact the Talent Acquisition Leadership Team (TALT) of Takeda's Global Manufacturing and Supply and Global Quality (GMSGQ) business unit at dl.Gmsgqtalt@takeda.com, as they are responsible for the implementation and handling of this tool.