



# Privacy Notice

## **Takeda's Talent Acquisition System**

Workday is the talent acquisition system used by Takeda to manage the recruitment and hiring process and track job applications. The system allows candidates to submit a job-specific application or Takeda to notify applicants of job opportunities that align with the individual's skills, experience, and education.

## **Personal Data Takeda collects**

Through the job-specific application and general profile functionality we collect personal data about you, including, but not limited to:

- full name, email address and other contact details,
- details about your qualifications, skills and experience,
- details of previous employment with Takeda and/or Takeda affiliates (where applicable),
- compensation information (where applicable),
- information relating to your use of the Takeda Careers website such as IP address and cookies.

Other personal data types collected may include (where applicable and legally permitted or required): disability related information for access arrangements and equal opportunities/anti-discrimination monitoring.

## **Legal Basis for Processing**

The provision of personal data by you is necessary in order for Takeda to take steps at your request to determine whether to enter into an employment contract with you and where in the legitimate interests of Takeda for the management of the recruitment process.

If your application is unsuccessful Takeda may, in the absence of any objection from you, keep your personal data on file in order to notify you of any future employment opportunities that may be relevant. Where the processing of your personal data solely relies on the consent you provided, you also have the ability to revoke your consent for Takeda to continue processing your personal data at any time by contacting Takeda as outlined in the Enquiries and Complaints section below.

## **Source of the Personal Data**

Takeda collects the personal data about applicants directly from the applicants. Takeda may also collect personal data about applicants, such as references provided by former employers and, where legally permitted or required, employment background check information from background check providers.

When collecting personal data about you, Takeda will inform you whether the requested information is obligatory or voluntary. If you choose not to provide certain information that is requested, it may not be possible for Takeda to process your application.



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## How Takeda Uses the Personal Data

Takeda uses the personal data collected for the following purposes (the “Purposes”):

- to assess a candidate’s suitability for employment by Takeda,
- to remarket employment opportunities to registered individuals,
- to share information about working at Takeda, and
- to seek voluntary feedback via online surveys on the job application and interview experience.

## How Takeda Protects Personal Data

Takeda and/or its affiliates maintain appropriate physical, administrative and technical measures and safeguards to protect personal data about you from loss, misuse, unauthorized access, disclosure, alteration and/or destruction.

## Personal Data Disclosures and Sharing

Personal data collected through Workday may be disclosed, viewed and used by Takeda’s Human Resources personnel who will share such information with individuals (including hiring managers and interviewers) involved in the hiring process.

Personal data about you may be shared by Takeda with its affiliates for the Purposes and in order to enable Takeda and/or its affiliates to meet their respective legal obligations.

Takeda and/or its affiliates may engage service providers, agents, contractors or other third parties (“**Third Parties**”) to perform services for or on its behalf, including, but not limited to, the processing of personal data about you for the Purposes, and, as a result, Takeda and/or its affiliates may share personal data about you with such Third Parties. Takeda has executed appropriate contracts with such Third Parties prohibiting them from using or sharing personal data except as necessary to perform the contracted services with Takeda, or on Takeda’s behalf, or to comply with applicable legal requirements.

The transfer of personal data by Takeda to its affiliates or to any Third Parties may necessarily take place outside the European Economic Area and/or Switzerland, to countries which may not always provide the same level of protection as in those countries, but for which Takeda and/or its affiliates have taken appropriate steps to ensure that any personal data is adequately protected.

## Your Rights

Individuals in the EU have certain data subject rights which may be subject to limitations and/or restrictions. These rights include the right to: (i) request access to and rectification or erasure of their personal data; (ii) obtain restriction of processing or to object to processing of their personal data; and (iii) the right to data portability. If you wish to exercise any of the above mentioned rights, please use the contact information below. Individuals in the EU also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.



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## **How long Takeda retains the Personal Data**

Personal data will only be stored as long as necessary for the purposes for which it was collected subject to local laws and regulations and legitimate business needs.

If your application for employment is unsuccessful, typically Takeda will retain your personal data for a limited period of time, as may be more specifically determined under applicable local laws, contractual requirements (including those with any Third Parties) and/or any applicable internal retention schedules, after which your personal data will be deleted.

If your application for employment is successful your personal data will be transferred into your employee personnel file.

## **Enquiries and Complaints**

If you require a copy of your personal data, or if you would like to update, correct or delete it, or if you have any enquiries or would like to submit written complaints about Takeda's privacy practices, please send a written request including your name, and contact information (e.g. telephone, email address, mailing address) to us at:

### **Data Privacy Office:**

Attn: Data Protection Officer

Mailing Address:

Legal Department, Takeda Pharmaceuticals International AG, Thurgauerstrasse 130, CH-8152 Glattpark-Opfikon (Zuerich), Switzerland

Email Address: [dataprivacy@takeda.com](mailto:dataprivacy@takeda.com)

Takeda will respond to such requests within thirty (30) business days. Takeda understands the different local requirements of managing personal data, therefore we cooperate with relevant data protection authorities about any requests or complaints concerning our handling of your personal data.

**Effective Date** This Privacy Notice is effective from April 2018.

**Site Cookies** Takeda's career sites use cookies and similar technologies. By using Takeda's career sites, you are agreeing to our [Privacy Notice](#), including our [Cookies Statement](#).