

# **Elanco Applicant Privacy Notice**

Elanco Animal Health Inc., and it affiliates ("Elanco"), will use Personal Data that you submit consistent with this Applicant Privacy Notice ("Notice"). By submitting my application and/or providing Personal Data, I understand that the information that I provide will be transferred to the United States and may also be transferred to additional countries, other than my country of residence, for consideration for employment. I also understand that I can exercise my individual rights at any time as detailed in this Notice.

Elanco Animal Health Inc., and it affiliates ("Elanco"), values your trust, and is committed to the responsible management, use and protection of Personal Data. While creating and completing your application, Elanco may collect or will collect data about you, your potential relationship with Elanco, or your previous employment history. Elanco refers to such data as "Personal Data."

This Notice describes Elanco's practices in connection with the Personal Data that may be collected either through this website or by other means in connection with your application for employment with Elanco.

#### **Collection of Data**

#### Data You Provide

Elanco may collect the following data from you in connection with your application:

- name, address, telephone number, e-mail address and other contact data
- username and password to facilitate your application
- work authorization status
- CV, résumé, cover letter, previous work experience and education data
- skills and abilities
- professional and other work-related licenses, permits and certifications held
- data relating to references
- any other data you elect to provide to Elanco (such as, but not limited to, employment preferences, willingness to relocate, current and desired salary, awards, or professional memberships)

Elanco asks that you avoid submitting data that may qualify as sensitive data under applicable law, except where such data is legally required or permissible. This includes data on biometric, medical or health conditions, genetic, racial, ethnic, gender identity, sexual practices, or sexual orientation, religious, philosophical, or ideological beliefs, political opinions, trade union membership including views and activities, information on social security measures, and administrative or criminal proceedings and sanctions. Sensitive Personal Data may require an extra level of protection or higher duty of care. Sensitive Personal Data includes special categories of data as defined by General Data Protection Regulation (GDPR).

At times, the Personal Data you provide to Elanco, including your educational records, may include the data referenced in the preceding paragraph. Where that is the case, you expressly authorize Elanco to handle the data for purposes of your job application.

Any data you submit through this website must be true, complete, and not misleading. Submitting inaccurate, incomplete, or misleading data may lead to a rejection of your application during the



application process or disciplinary action including immediate termination of employment if you are a current Elanco employee. In addition, it is your responsibility to ensure that data you submit does not violate any third party's rights.

If you provide Elanco with Personal Data of a reference or any other individual as part of your application, it is your responsibility to ensure you have the right to provide that data to Elanco.

#### **Data from Other Sources**

Elanco may obtain data about you from your references or from a background check report in connection with your application, as permitted by applicable law. Elanco may also collect "Other Data;" data that generally do not reveal your specific identity or do not directly relate to an individual. To the extent Other Data reveal your specific identity or relate to an individual, we will treat Other Data as Personal Data. Other Data include:

- browser and device data
- app usage data
- data collected through cookies, pixel tags and other technologies
- demographic data and other data provided by you
- aggregated data

#### Use and Disclosure of Data

Elanco collects and processes data about you for the following reasons:

- because you voluntarily provide this data
- because this data is necessary to take steps, at your request, prior to entering employment
- because this data is of particular importance to Elanco and Elanco has a specific legitimate interest under law to process it
- to comply with a legal obligation
- where necessary to protect the vital interests of any person

Where the processing concerns data you voluntarily provided to Elanco, or the processing is based on your consent, you may withdraw your consent at any time. If you wish to withdraw your consent, please contact <u>Privacy@ElancoAH.com</u>.

The data that you submit through this website will be used for Elanco's global personnel recruitment, management, and planning purposes, as permitted by applicable law, including:

- to process your application
- to assess your capabilities and qualifications for a job
- to conduct reference checks
- to respond to your inquiries and communicate with you about your application, and to send you information regarding this website and changes to Elanco's terms and policies
- to comply with or monitor compliance with any applicable law or regulation
- to conduct background checks as appropriate if Elanco offers you a position
- to preserve Elanco's other legitimate interests, for example, for Elanco's administrative purposes, aggregate management reporting, internal training and as generally required to conduct business within the Elanco



The data about you will be added to Elanco's candidate database and may be used to consider you for opportunities at Elanco other than the one(s) for which you apply. If you do not wish Elanco to do this, please contact Elanco at <u>elanco\_talent\_acquisition@elancoah.com</u>. If you are hired by Elanco, Personal Data collected in connection with your application may be incorporated into Elanco's human resources system and may be used to manage the new-hire process; any such data may become part of your employment file and may be used for other employment-related purposes consistent with applicable law.

However, if you do not provide the required data to support your application, Elanco may be unable to consider your application.

Elanco may share Personal Data with affiliates that are involved in evaluating candidates for a given position. Elanco will remain responsible for Personal Data that is jointly used with affiliates. Elanco will make the data available to personnel with a business need to know the data, as per our policies, including personnel in the recruiting, human resources, and information technology departments and in the department responsible for the position for which you are applying. A list of the affiliate companies that may process your Personal Data is available upon request (please refer to the 'Contact Us' section at the end of this policy).

Elanco may share Personal Data with third-party service providers who provide services such as hosting and operating this website, recruiting assistance, background check processing and similar services.

Elanco also may transfer data to a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of Elanco's business, assets, or stock (including in connection with any bankruptcy or similar proceedings).

Elanco may also use and share Personal Data as Elanco believes to be necessary or appropriate: (a) under applicable law, including laws outside your country or region; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country or region of residence and to meet national security or law enforcement requirements; (d) to enforce Elanco's terms and conditions; (e) to protect Elanco's operations or those of any of our affiliates; (f) to protect Elanco's rights, privacy, safety or property and/or that of our affiliates, you or others; and (g) to allow Elanco to pursue available remedies or limit the damages that Elanco may sustain.

Disclosing your Personal Data may include transferring Personal Data to other countries. If you are in the European Economic Area (the "EEA") this may include countries outside of the EEA. Some of these countries are recognized by the European Commission as providing an adequate level of protection according to EEA standards. As for transfers to other countries, Elanco has put in place adequate measures, such as Data Transfer Agreements and/or Standard Contractual Clauses to protect your data.

#### **Data Retention**

Elanco will retain Personal Data for the period necessary to fulfill the purposes outlined in this Notice unless a longer retention period is required or permitted by law. Elanco may also retain your data for the purpose of considering whether your skills are suitable for other employment opportunities. If you do not wish Elanco to retain your Personal Data for this purpose, please contact <u>elanco\_talent\_acquisition@elancoah.com.</u> Elanco may remove Personal Data for inactive accounts from our database, subject to any applicable legal or regulatory obligations. Furthermore, Elanco



may delete Personal Data about you (including your CV/résumé) from its database at any time and without providing any reason. Therefore, please retain your own copy of the Personal Data you provided to Elanco.

#### Passive Data Collection: Cookies and Similar Technology

Elanco and its service providers may use "cookies" and similar technologies on this website. Please see Elanco's Privacy and Cookie Statement at privacy.elanco.com for more information.

#### Access and Correction

You may access, review, and change your Personal Data stored here by re-logging into this website and updating your account data. The updated profile will be used as the default the next time you apply for a job using your account online. Please note that any changes made to your profile will be viewable by Elanco. To change Personal Data that you have already submitted for consideration for a specific position, please update your profile and resubmit your application for that position. Elanco encourages you to promptly update your Personal Data if it changes or is inaccurate.

In addition to the data contained in your profile, you may, where permitted by applicable law, request access, correction, restriction, deletion, and portability of the Personal Data Elanco has about you. Elanco will respond to your request consistent with applicable law. If you would like to make such a request of your Personal Data that you have previously provided to us, or if you would like to receive an electronic copy of your Personal Data for purposes of transmitting it to another company (to the extent these rights are provided to you by law), please visit our Individual Rights Links at privacy.elanco.com.

In your request, please make clear what Personal Data you would like to access or have changed, whether you would like to have Personal Data that you have provided to Elanco suppressed from Elanco's database or otherwise let Elanco know what limitations you would like to put on Elanco's use of your Personal Data. For your protection, Elanco may only implement requests with respect to the data associated with the email address that you use to send Elanco your request and Elanco may need to verify your identity before implementing your request. Elanco will try to comply with such a request as soon as reasonably practicable. Please note that certain Personal Data may be exempt from such access, correction, or suppression rights pursuant to applicable data protection laws.

If you have any questions about the form or our process, feel free to contact us at privacy@elancoAH.com.

You may lodge a complaint about the way Elanco processes your Personal Data with the Data Protection Authority in your country or region. See the "Additional Information" section below for contact details.

#### Security

Elanco seeks to use reasonable organizational, technical, and administrative measures to protect Personal Data within Elanco. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with Elanco is no longer secure (for example, if you feel that the security of any account you might have with Elanco has been compromised), please immediately notify Elanco of the problem in accordance with the "Contact Us" section below.



Do not send sensitive data to Elanco via email. It is your sole responsibility to use the appropriate level of care whenever you communicate with Elanco.

#### Links to Third-Party Websites

This website may contain links to other websites. This Statement does not address, and Elanco is not responsible for, the privacy, data, or other practices of any third parties, including any third party operating any website or service to which this website links. The inclusion of a link on this website does not imply endorsement of the linked site or service by Elanco or our affiliates. Elanco encourages you to read the legal notices posted on those sites, including their privacy policies.

#### Law Applicable to Job Application

This website allows you to apply for jobs world-wide, as a benefit of Elanco's centralized global recruitment function. This website is operated from the United States. Accordingly, any Personal Data you submit to this website will be collected in the United States and will be subject to U.S. laws. However, if Elanco shares your Personal Data with an affiliate located in another country or region in its capacity as a potential employer, the affiliate will handle your Personal Data in accordance with this Notice. Any hiring or other employment-related decisions will be made by the hiring affiliate in accordance with the laws of the country or region where the job will be located.

#### Children

This website is not intended to be used by individuals under legal working age consistent with applicable law. We request that they not provide Personal Data through this website.

## **Current Personnel of Elanco**

If you currently work for Elanco or one its affiliates, you must be eligible to apply for a different position within Elanco to use the Careers Site. If you accept such a position, your benefits programs and Human Resources policies may change. Please consult with the HR manager for the new position concerning application eligibility, benefit programs and HR policies applicable to that position.

This website is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

#### **Former Privacy Shield Certification**

#### 1. Privacy Shield Certification

While the EU-U.S. Privacy Shield Framework may no longer be used or relied upon for transfer of Personal Data, Elanco continues to comply with all EU-U.S. Privacy Shield Framework obligations and have certified to the EU-U.S. and Swiss-U.S. Privacy Shield <u>frameworks</u>, regarding the collection, use, and retention of Personal Data transferred from the EEA, Switzerland, and the United Kingdom to the United States. Our certifications can be found at: <u>www.privacyshield.gov/list</u>. For more information about the Privacy Shield principles, please visit: www.privacyshield.gov. Our Privacy Shield Notice can be viewed at privacy.elanco.com

As explained in the "How to Contact Us" Section, if you have any questions or complaints about our



handling of your Personal Data under the Privacy Shield or other appropriate transfer framework, or you want to view your Personal Data that Elanco U.S. processes and request the correction, amendment or deletion of such data, please contact us using an Individual Rights Request form available at privacy.elanco.com

Or in the United States you call Elanco toll-free at 1-888-545-5973

Or email privacy@elancoAH.com

#### **Changes to the Notice**

Elanco reserves the right to amend this Notice at any time to address future developments of Elanco, this website or changes in the industry or legal trends. Elanco will post the revised Notice on this website or announce the change on the home page of this website. You can determine when the Notice was revised by referring to the "Last Updated" legend on the top of this Notice. Any changes will become effective upon the posting of the revised Notice on this website. By continuing to use this website following such changes to the Notice, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Notice, in whole or part, you can choose to not continue to use this website.

#### **Contact Us**

If you have any questions about this Privacy Notice, please contact us at <u>privacy@elancoAH.com</u> or by mail:

Elanco Animal Health Global Privacy 2500 Innovation Way, Greenfield IN 46140

#### ADDITIONAL INFORMATION

You can also:

•Contact our Data Protection Officer responsible for your country or region via privacy@elancoAH.com. In your email, please indicate the country from which you are contacting us.

•Lodge a complaint with a data protection authority for your country or region or where an alleged infringement of applicable data protection laws occurs at http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\_id=612080

### ACKNOWLEDGEMENT



By submitting my application, I acknowledge that I have reviewed and understand this Privacy Notice as outlined above, and I understand the provisions regarding the collection, use, transfer, and disclosure of my Personal Data as described in this Privacy Notice.

## Last Updated: February 2021