B Medical Systems S.à r.l.

RECRUITMENT PRIVACY POLICY

1 Introduction

As part of your application at **B Medical Systems S.à r.l.**, hereinafter 'we', 'us', or 'B MEDICAL SYSTEMS S.À R.L.', we collect and process certain personal data relating to you. Based on applicable data protection and privacy law (such as the General Data Protection Regulation), we qualify as the 'controller' with respect to the personal data that we process in that context.

In this Recruitment Privacy Policy, we set forth which personal data we collect about you, for what purposes, for how long we keep these data and to whom your personal data may be disclosed. This Recruitment Privacy Policy also includes important information regarding your rights with respect to the processing of your personal data.

From time to time, we may need to update this Recruitment Privacy Policy or the tables attached to it. The most recent version of this Recruitment Privacy Policy will always be available on our website through the following link: www.bmedicalsystems.com

This Recruitment Privacy Policy uses many terms, such as 'personal data', 'processing' or 'controller, whose meaning may not be entirely clear to you. You will find their exact definitions with some practical examples below.

DEFINITIONS	
Consent (of the data subject)	In the context of data protection, consent is an indication from a person (the 'data subject') that he or she agrees to the processing of personal data relating to him or her. Consent must be freely given, specific, informed and unambiguous.
Controller	The controller is the natural or legal person (or public authority or other body) which (alone or jointly with others) determines the purposes and means of the processing of personal data. In other words, the controller is the one deciding *why* the data are used, for *which purposes* and *how* the data are processed. Example: B MEDICAL SYSTEMS S.À R.L. is the controller of its employees' and candidates' personal data.
Data subject	The data subject is any natural living person whose personal data are processed.

	Example: you, as a candidate of B MEDICAL SYSTEMS S.À R.L., are a data subject.
GDPR	GDPR stands for 'General Data Protection Regulation'. This Regulation was adopted at EU level and has harmonised the data protection law across the EU. The GDPR is officially referred to as *Regulation (EU) 2016/679 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*.
Personal Data	Personal data is any information relating to an identified or identifiable individual person. An 'identified' person is someone whose identity is known. An 'identifiable' person is someone who can be identified, directly or indirectly, on the basis of data. Data which – alone – may not enable to identify a person (e.g., gender + zip code), may become personal data once combined with other data (e.g., gender + initials + zip code). Example: your initials and the name of the company you work for are also personal data, because it is possible to identify you.
Processing	Processing is a general term describing any operation performed on personal data. This includes, for example, the collection, recording, organization, structuring, storage, consultation, modification, use, disclosure, transfer, restriction, erasure, anonymization or deletion of personal data.
Processor	The processor is the natural or legal person (or public authority or other body) which processes personal data on behalf of, or under the instructions of, the data controller. Example: the IT service provider of B Medical Systems S.à r.l. is a processor.
Profiling	Profiling means any form of automated processing consisting of the use of personal data to evaluate certain personal aspects of an individual, in order to take important decisions (having a legal impact or similar impact) concerning him or her, or for analysing or

	predicting his/her performance at work, economic situation, personal preferences, interests, reliability, digital behaviour location or movements. Example: companies who track website users' behaviour on the internet to show them targeted adds based on their preferences are using 'profiling'.
'Sensitive data'	Some categories of personal data are by their nature particularly sensitive. These 'sensitive' data are given specific legal protection because their processing creates more risks for the data subjects. Sensitive data include: – data relating to racial or ethnic origin; – political opinions; – religious or philosophical beliefs; – trade union memberships; – genetic data; – biometric identification data (e.g. fingerprint, iris scan); – health data (e.g. medical record); and – sex life or sexual orientation. Sensitive data also include data relating to criminal convictions and offences or related security measures (e.g. criminal record).
Supervisory Authority / Data Protection Authority	Each Member State within the EU has established a 'supervisory authority', i.e. an independent public authority responsible for monitoring compliance with data protection legislation. Example: in Luxembourg, the supervisory authority is the *Commission Nationale pour la Protection des Données* (CNPD)

2 How do we collect personal data relating to you?

We may collect information about you in various ways:

- directly from you, for example personal data from your application documents and employment contracts, or personal data that you submitted in your CV or other forms in the course of your selection and recruitment process with B Medical Systems S.à r.l.;

- from third parties, for example, personal data provided by employment or interim agencies, head-hunters, insurers, working conditions services or public sources (e.g., professional social networks such as LinkedIn).

3 What personal data do we collect about you?

We only process personal data which are adequate, relevant and necessary in relation to your selection and recruitment process with B Medical Systems S.à r.l., and the services which are provided to you.

You will see below the personal data that we process about you ('**Recruitment Data**'):

Identification information, such as your full name, language and nationality.

Contact information, such as your address, telephone number and email address.

National identifiers, such as national identity card data, passport data, national insurance number and tax reference, in order to ask for a working permit to national authorities where appropriate.

Information relating to your education and qualifications (education, studies, training, internships, additional qualification).

Information relating to your position, work and career, such as business title, employee type, management level, work location, position level, support roles, start and end date, job history.

Details and data regarding your immigration/visa/residency permit status.

Data generated by interviewers and personnel involved in the recruitment process.

Referees (reference letters, names and contact details of referees).

When the personal data is necessary for the performance of the recruitment process or for compliance with a legal obligation to which B Medical Systems S.à r.l. is subject, the provision of personal data is a requirement; if you refuse to provide us with this information, we will not be able to process your application form.

4 For what purposes do we process your personal data and based on which legal basis?

B Medical Systems S.à r.l. is careful with your data and will exclusively use them for specified, explicit and legitimate purposes (the '**Processing Purposes**', as detailed below). B Medical Systems S.à r.l. will not further use these data in a manner that would be incompatible with these

Processing Purposes.

You will see below all these Processing Purposes:

- **processing recruitment applications, assessing your skills, background checks, qualifications and interests against our career opportunities and selecting candidates**;
- **communicating with you during our recruitment process,**
- **responding to and complying with requests and legal demands from regulators or other authorities** which involves the processing of identification data, contact details, information about your application (ex. Adem requirement or other authorities);
- **defending ourselves in any legal or court proceedings**.

We process your personal data on the following legal bases:

- pre-contractual measures necessary to establish a contractual relationship with you or take steps in this direction, at your request;
- for B Medical Systems S.à r.l.'s legitimate interest, including to keep candidate files up-to-date (including in the context of a merger or acquisition of B Medical Systems S.à r.l.'s assets), to contact candidates and manage our communication during selection and recruitment, to operate an efficient recruitment system and improve it, ensure that there is no false declaration;
- compliance with applicable laws and employment-related requirements, such as income tax, social security contributions, and employment and immigration laws.

5 With whom do we share your personal data?

In the context of the purposes as described above, we may have to share your Personal Data with third parties (the '**Recipients**'). We will only share your Personal Data with trusted Recipients, when it is necessary or required for achieving the Processing Purposes. Your personal data will never be sold to third parties.

- **B Medical Systems S.à r.l.'s affiliated companies:** your personal data may be shared with B Medical Systems S.à r.l.'s main indirect shareholder when strictly necessary. Please note it is our policy to limit the categories of individuals who have access to our Recruitment database.
- **Service providers/vendors (such as recruitment agencies or head-hunters)** that perform services on our behalf;
- **Public, regulatory or judicial authorities or bodies:** for compliance with employment and social security law, B Medical Systems S.à r.l. may have to share specific Personal Data with public authorities or bodies, for example with Adem. B Medical Systems S.à r.l. may also disclose personal data in order to respond to requests of courts, tribunals, government or law enforcement agencies or where it is necessary or prudent to provide such information.

Whenever we permit a Recipient to access personal data, we will implement appropriate measures to ensure that the personal data is used in a manner consistent with the present Policy and that the security and confidentiality of the personal data is maintained.

6 Do we store or transfer your personal data abroad?

Some of the Recipients with whom we may share your personal data may be located in countries outside the EEA, including in countries which do not offer an 'adequate' level of data protection according to the European Commission ('**Non-Adequate Countries**').

B Medical Systems S.à r.l. is committed to implementing the necessary safeguards to protect your data and your privacy rights. We shall ensure that any transfer of personal data towards a Non-Adequate Country complies with the applicable data protection laws. In particular, if no specific derogation applies, we will ensure that at least one of the following additional safeguards has been implemented:

- the Recipient and us have entered into Standard Contractual Clauses approved by the European Commission. If you have specific question on the standard contractual clauses or wishes to obtain a copy of the clauses that have been used (modules/options selected) please contact us as detailed in section 10 below.

7 Do we use 'profiling'?

No, B Medical Systems S.à r.l. does not use profiling or any other method of automated decision-making without human intervention.

8 How long do we keep your personal data?

The Personal Data will be erased if you use your right to erasure. B Medical Systems S.à r.l. will usually retain the Personal Data for the period of your employment/contract where you are successful in obtaining employment, or a period of not more than 6 months after our last contact with you where you are unsuccessful in obtaining employment. The purpose of retaining your CV for this period is for us to match it with other job opportunities arising in the future, which may fit with your long-term career objectives.

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

Under certain circumstances you have the right to:

- obtain information about and access to your personal data;
- rectify your personal data;
- erasure of your personal data ('right to be forgotten');
- restriction of processing of your personal data;
- object to the processing of your personal data; and
- receive your personal data in a structured, commonly used and machine readable format and to (have) transmit(ted) your personal data to another organization;

For more information about these rights and when you may exercise them, see the section "Your Rights" below.

Finally, you have the right to lodge a complaint relating to the processing of your personal data with the Luxembourg Data Protection Authority (the *Commission Nationale pour la Protection des Données* or CNPD) or any other competent data protection authority.

10 Contact our data protection officer

If you have any questions or concerns about the processing of your personal data or about any information included in this Privacy Policy, please do not hesitate to contact our DPO. It is reachable via email at privacy@bmedicalsystems.com

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YOUR RIGHTS

Right to information and right to access your personal data	You have the right to request more information on our processing activities and the personal data that we keep about you
Right to rectification of inaccurate or incomplete personal data	You have the right to require us to correct or supplement any of your personal data that is inaccurate or incomplete.
Right to withdraw your consent	Where processing is based on your consent, you have the right to withdraw your consent at any time. Please note that the withdrawal of your consent shall not affect the lawfulness of the processing which has been based on your consent before your withdrawal.
Right to deletion of your personal data ('right to be forgotten')	You may request us to delete (part of) your personal data if you request in writing and in the following situations: - where the processing is no longer necessary for achieving the purpose for which they were collected or otherwise processed; or - where the processing was based on your consent and you have decided to withdraw that consent; or - where you have reasonable grounds to object to the processing of your personal data; or - where we would unlawfully process your personal data; or - where your personal data has to be erased in compliance with a legal obligation directed on us. In some cases, we may refuse to delete your personal data (i) to exercise the right to freedom of expression and information; (ii) to comply with a legal obligation; or (iii) to establish, exercise or substantiate a legal claim.
Right to restriction of processing	You may request us to (temporarily) restrict the processing of your personal data in the following situations: - where you have contested the accuracy of your personal data, for a period enabling us to verify the accuracy; or - where the processing appears to be unlawful and you request us the restriction of use of your data instead of the deletion of this data; or - where we no longer need the personal data for the purposes of the processing, but you need them to establish, exercise or substantiate a legal claim; or - pending verification whether our legitimate grounds override yours in the framework of an objection.

Right to object to the processing of your personal data (free of charge)	You may under certain circumstances object to the processing of your personal data, for example when such processing is based on our 'legitimate interests'. We will stop the processing if it appears that your rights or interests prevail over our legitimate interests.
Right to data portability	In some cases, you have the right to receive all your personal data in a structured, commonly used and machine-readable format and have the right to transfer that data to another controller. This right shall apply; - where the processing is based on consent or on the necessity for the performance of a contract; and - where the processing is carried out by automated means. B Medical Systems S.à r.l. reserves the right to charge a fee for such transfer, especially in the case of frequent requests and/or in the event a request is deemed excessive given the volume of data to be transferred.