

ASAHI KASEI

INFORMATION NOTICE - EMPLOYEE CANDIDATES

Asahi Kasei Bioprocess Europe N.V./S.A., based in Rue Colonel Bourg 122, 1140 Brussels, BELGIUM, is a subsidiary of Asahi Kasei Corporation, Ltd. (“Asahi Kasei”). This information notice is issued to you on behalf of the group of companies controlled by Asahi Kasei (the “Asahi Kasei Group”), which control and process your personal data in the way described below.¹ The way in which we process your personal data is very important to us. We process your personal data in the following manner.

1. Our processing of your personal data

Your personal data will be processed in order to enable us to consider and assess your employment application. The personal data that we may process for these purposes includes:

- Full name,
- Maiden name
- Date and Place of birth,
- Gender
- Age,
- Address,
Telephone number
- Email address
- Former work experience (position, company, seniority, work certificates),
Current salary package,
- Salary expectation,
Current notice period,
- Other personal information written in your CV

We process your personal data in your interest, to ensure that all relevant information is taken into account in considering your application, as well as in ours, in order to enable us to make an informed decision regarding your application (Article 6(1)(f) GDPR).

2. How long do we keep your personal data?

We will only retain your information as long as there is a statutory or legal requirement to do so or in order that we are able to meet the abovementioned purposes. This will usually require us to retain your information for a set period of time after any relationship has ended for accounts and records purposes.

¹ For the contact details of all Asahi Kasei Group establishments, see here: <http://www.asahikasei.co.jp/asahi/en/>

3. Transfers of data to other companies and countries

We will store your personal data on our systems located within European Economic Area (EEA), which comprises the Member States of the EU, Norway, Iceland and Lichtenstein, as well as outside the EEA.

Furthermore, we will share your personal data with Asahi Kasei Group Company who has authority of employment or providing HR services, located within or outside of EEA

Where a company is located outside the EEA, we have implemented Standard Contract Clauses (according to the GDPR requirements) to oblige the company of its responsibility of fair and legal use of your data.

4. Your rights and requests

You have the following rights:

- *Access to personal data:* You have the right to be provided full information about your personal data that the we hold.
- *Data correction:* You have the right to require that we correct any incorrect information that we hold about you.
- *Data deletion:* You may also have the right to ask us to delete your personal data, when certain conditions apply.
Restriction on processing of personal data: You may have the right to ask us to restrict the processing of your personal data, when certain conditions apply.
- *Object to processing of personal data:* You may have the right to object to our processing of your personal data, when certain conditions apply.
Portability of personal data: You may have the right to receive your personal data in a structured and commonly used format, when certain conditions apply.
- You also have the right to obtain from us a copy of any Standard Contract Clauses that we use if we transfer your data outside the EEA.

To exercise your rights, or if you require further information about how we use your personal data, then contact:

[Deputy Personal Information Handling Administrator]

Name: Mr. Shinya SUZUKI
Company: ASAHI KASEI BIOPROCESS EUROPE
Address: Rue Colonel Bourg 122, 1140 Brussels, Belgium
TEL: +32 (0)2-526-0500
FAX: +32 (0)2-526-0510
E-mail Address: s.suzuki@akbio.eu

[Support team of Data Protection Officer]

Name: Mr. Shinya SUZUKI
Company: ASAHI KASEI BIOPROCESS EUROPE
Address: Rue Colonel Bourg 122, 1140 Brussels, Belgium
TEL: +32 (0)2-526-0500
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E-mail Address: s.suzuki@akbio.eu

[Data Protection Officer]

Name: Mr. Kazunori Nakayama
Company: Strategic Planning & Administration Department,
Asahi Kasei Medical Co., Ltd.
Address: 1-1-2 Yurakucho, Chiyoda-ku, Tokyo 100-0006 Japan
TEL: +81 (0)3-6699-3751
FAX: +81 (0)3-6699-3752
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In case you are not satisfied with how we have handled your personal data request or how we obtain/use your data, then you may wish to lodge a complaint by contacting a Data Protection Supervisory Authority; for example, the Authority of your place of residence within the EEA.