

PRIVACY POLICY ON THE PROCESSING OF PERSONAL DATA OF JOB APPLICANTS

Candidates' personal data are processed in compliance with the applicable data protection legislation. In particular, the Swiss Federal Data Protection Act (FADP) and the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (hereinafter "data protection regulations") shall apply, depending on the location and circumstances of the data subject submitting the application, as well as on the group company managing the relevant recruitment process namely Peptone Switzerland AG, Via Vela 6, 6500 Bellinzona, Switzerland or PEPTONE LTD, Cromwell House, 68 West Gate, Mansfield, Nottinghamshire, NG18 1RR, England. According to the applicable data protection regulations we provide you with the necessary information regarding the processing of personal data collected and processed during our recruitment process.

1. CATEGORIES OF PERSONAL DATA PROCESSED | DEFINITIONS

The personal data provided by you - or otherwise acquired in compliance with the legislative and contractual provisions in force - inherent in, connected with and/or instrumental to the assessment of your application for recruitment purposes, will be processed in compliance with the provisions of the applicable data protection regulations, and the obligations of confidentiality.

Personal Data: all information relating to an identified or identifiable person.

Sensitive personal data: religious, ideological, political or trade union-related views or activities, health, the intimate sphere or the racial origin, social security measures, administrative or criminal proceedings and sanctions.

Data subjects: natural or legal persons whose data is processed (also referred to as "you").

Processing: any operation with personal data, irrespective of the means applied and the procedure, and in particular the collection, storage, use, revision, disclosure, archiving or destruction of data.

Disclosure: making personal data accessible, for example by permitting access, transmission or publication.

In particular, **we will process your following personal data:** data indicated in the registration form on our website and platforms and contained in your CV, motivational letters, etc. (e.g. name, surname, e-mail address, previous working experience, education, references). When you apply on our platform, the data necessary for submit your application will be indicated as "required"(*).

2. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

If you are applying for a position at **PEPTONE LTD**, your personal data will be processed by PEPTONE LTD, Cromwell House, 68 West Gate, Mansfield, Nottinghamshire, NG18

1RR, England, its capacity as data controller, in accordance with the UK GDPR and the Data Protection Act 2018, in person of its Legal Representative.

If you are applying for a position at **PEPTONE SWITZERLAND AG**, your personal data will be processed by PEPTONE SWITZERLAND AG, Via Vela 6, 6500 – Bellinzona (CH), no. CHE-405.886/945, its capacity as data controller, in accordance with the FADP, in person of its Legal Representative.

You can contact us at: privacy@peptone.io

2.1. CONTACT DETAILS OF OUR DATA PROTECTION OFFICER | DPO

We appointed a Data Protection Officer | DPO, who may be contacted at the following e-mail address: dpo.peptone@privacydesk.ch

3. PURPOSES OF THE PROCESSING | GROUNDS FOR JUSTIFICATION | DATA RETENTION PERIOD | NATURE OF CONFERRAL

PURPOSE OF THE PROCESSING	GROUNDS FOR JUSTIFICATION	DATA RETENTION PERIOD	NATURE OF CONFERRAL
a) Recruitment , including the carrying out of the activity of research and selection of job applicants to the possible establishment of an employment relationship, also for any different positions than the one for which the data subject has spontaneously applied for. Management of applications in response to job offers published on our website or sent by e-mail or by mail. Your personal data could be collected from third parties carrier pages (e.g. LinkedIn). The interviews could be done also remotely (data processing including image/audio).	Pre contractual measures	Data will be retained for the entire recruitment process. After that period, data will be retained for maximum one year.	The provision of personal data is necessary for participating to the recruiting process. Otherwise, it will be impossible to take part to the recruiting process.
b) Visiting the job applicant's publicly accessible "social	Legitimate interest /	Data will be retained for the	The provision of data is necessary

profile" on social media/networks. The Data Controller may collect and process your personal data to the extent that such collection is necessary and relevant to the recruitment process.	Overriding interest	entire recruitment process of the candidate.	for the achievement of the legitimate interest of the Data Controller.
c) Upon consent , we may verify the information provided for in your CV and motivational letter(s) at the training/educational/university institutions indicated by yourself (e.g. the number of years attended, and the degree/diploma obtained), and/or contact the persons listed by you as references (e.g. former employers).	Consent	Data will be retained for the entire recruitment process. After that period, data will be retained for maximum one year.	The provision of data is optional. Without data the Controller would not be able to use your references, but you will be able to participate to the selection process.

4. RECIPIENTS OF PERSONAL DATA

We may share your personal information with employees and/or staff acting under Data Controller's authority (duly instructed for the former purposes), as well as third parties contractually linked to In order to fulfill contractual obligations and achieve one or more of the aforesaid purposes of processing. Such third parties will process your data in their capacity as data processors, or as independent data controllers. More in detail, we may share your personal information to the following categories of recipients: - subjects who provide services for the maintenance of the information system and of the telecommunications networks (including our tool for recruitment); - firms or companies within the scope of assistance and consultancy relations; - competent authorities for the fulfilment of legal obligations and/or provisions of public bodies, upon request; - If you are a UK-based candidate, please note that your personal data will be transferred to Switzerland, where the relevant office responsible for managing recruitment activities, including recruitment on behalf of Peptone Ltd, is located.

5. TRANSFERS OF PERSONAL DATA OUTSIDE THE CONFEDERATION

Personal data are communicated abroad. If you are a UK-based candidate, please note that your personal data will be transferred to Switzerland, where the relevant office responsible for

managing recruitment activities, including recruitment on behalf of Peptone Ltd, is located. Switzerland is recognised by the United Kingdom as providing an adequate level of protection for personal data. Accordingly, the transfer is made pursuant to Article 45A of the UK GDPR and Schedule 21, Part 3, paragraph 5 of the Data Protection Act 2018.

6. RIGHTS OF THE DATA SUBJECT

In accordance with the conditions laid down by the applicable data protection legislation, the rights you may exercise are set out below.

- to obtain the rectification of inaccurate or obsolete personal data;
- to be informed in writing and free of charge if personal data concerning you are being processed;
- to revoke the consent to the processing of data that you have previously given (if any);
- prevent the communication to third parties of sensitive personal data (if any);
- express your opinion on an automated individual decision or request that it be reviewed by a natural person (if any);
- to obtain the portability of personal data or to demand their transmission to a third party;
- to request the restriction or blocking of data processing, the prevention of data disclosure to third parties or rectification or destruction of personal data;
- the right to request that a given processing of personal data be prohibited, that a given communication of personal data to third parties be prohibited, or that certain personal data be deleted or destroyed;
- if neither the correctness nor the inaccuracy of the personal data can be proved, to request that a note be added to the data to indicate its disputed nature;
- to request that the rectification, destruction, blocking, in particular the communication to third parties, as well as the mention of the disputed character or the judgment be communicated to third parties or published;
- to have the unlawfulness of the processing of personal data declared. You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO), where the UK data protection legislation applies. Where Swiss data protection legislation applies, you may report an alleged infringement of data protection law to the Swiss Federal Data Protection and Information Commissioner (FDPIC), without prejudice to any other available administrative or judicial remedy.

You may exercise your rights by contacting the Data Controller at privacy@peptone.io or the Data Protection Officer at dpo.peptone@privacydesk.ch.



7. ADDITIONAL INFORMATION | MODIFICATIONS | UPDATES

We do not sell any of your data. The Data Controller reserves the right to revise, update, add or remove any part of the present privacy policy at its own discretion and at any time. In case of modifications, the date of update will be indicated.

Date of last update: July 22, 2026