



Applicant and Candidate Privacy Policy - bioMérieux Canada, Inc.

What is the purpose of this policy?

The purpose of this policy is to describe how bioMérieux Canada, Inc (“bioMérieux Canada” or “we”) handle the collection, storage, processing, sharing, and deletion of applicant and candidate personal information.

What is the scope of this policy?

This policy applies to personal information collected as part of our application and recruitment process. This policy covers information you may share with us as well as personal information about you which we may acquire or produce.

This policy does not apply to the personal information of our employees, partners, clients, vendors, or any other person from whom we collect personal information for other purposes. If you are offered and accept employment with us, this policy will continue to apply to any information we collect from or about you prior to the actual start date of your employment with us after which that information becomes part of your employment record subject to our employee privacy policy.

What kind of personal information does bioMérieux Canada collect about you?

We may collect different categories of personal information from you as part of the application and recruitment process:

- Name, email address, mailing address, physical address, personal phone number, and other contact information.
- Employment history, academic/professional qualifications, education, skills, CV/resume, reference letters and interview notes, criminal records data (for vetting purposes, where permissible and in accordance with applicable law) and, where permitted by applicable law, compensation details, such as salary information and salary wage expectation.
- Certain demographic data voluntarily provided by you and which may qualify as sensitive personal information to help us in our efforts to create an inclusive and diverse work environment and may include demographic information (e.g. gender, race, ethnic origin, nationality, citizenship, military or veteran status etc.), health information (e.g. disabilities, illnesses or specific conditions, etc.), and similar kinds of information.

We may collect different categories of personal information about you from third parties as part of the application and recruitment process:

- Personal information about you from third party background check companies;
- Personal Information about you from publicly available sources and social media sites;
- Personal information about you as provided to us by current or former employees who have referred you for a job opening.

In connection with information collected from third parties, this policy only covers information we collect about you from third parties with whom we have a contract or understanding to provide application or recruitment services to us. This policy does not cover information you may share with third parties who are unaffiliated with us such as career or recruiting sites, some which may advertise or publish unauthorized, questionable, or fraudulent job-related announcements, offers or services. Accordingly, you are solely responsible for any information you may share with such unaffiliated third parties.

How does bioMérieux Canada use the personal information it collects?

We will use the personal information collected about you for the purposes of carrying out our application and recruitment process which includes:

- Communicating with you and respond to your requests or application;
- Assessing your skills and qualifications;
- Verifying the information you provided and, where applicable, conducting background checks;
- Creating or submitting reports where required under applicable local, state, or federal laws;
- Assisting you in obtaining immigration, visa or work permit documents, where applicable;
- Making improvements in our application and recruitment processes;
- Processing information regarding your membership in professional or civic organizations as part of our diversity and inclusion efforts.

What if you are applying for a position with bioMérieux Canada and you reside outside Canada?

If you are applying from the US, EU or UK, we collect and process your personal information where it is necessary in order to take steps, at your request, prior to our potentially entering into a contract of employment with you. If we use your personal information to improve our application or recruitment process, we do so on the basis that it is in our legitimate interests to ensure we recruit the best possible candidates.

Regardless of where you reside outside Canada, we may also seek your consent to process your personal information in specific circumstances or process it where necessary to comply with a legal obligation or for purposes connected to legal claims. Additionally, by taking part in our application and recruitment process from outside Canada, you are consenting to the transfer of your personal information to Canada for storage, processing and sharing in accordance with this policy.

How long does bioMérieux Canada keep your personal information?

We will retain your personal information for a period that does not exceed the period required for the purposes for which the information was collected.

We retain your personal information for the following retention periods:

- If you apply to a position online and you have created an account through one of our career portals, your account information will be retained for as long as your account remains active.
- We may retain your personal information related to your application for a position (such as your CV/resume or the position to which you applied) for up to four (4) years from the date you applied (unless a longer or shorter period is required by applicable law).

Who may have access to the personal information bioMérieux Canada collect?

We may have to share or grant access to all or part of your personal information within conformity with the purposes for which the personal information was collected. We are part of a global organization and information about you may be shared with our affiliated entities, subsidiaries or joint ventures. Also, as part of a global organization, the personal information we collect about you may be stored and processed outside the country where it was originally collected. These other countries may have data protection laws that differ from those applicable in Canada or your home country.

- We may use third party service providers acting on our behalf to perform some of the services listed previously, including for purposes of verification or background checks.
- We may share your personal information with other third parties if we have your consent (for example, if you give us your permission to contact references). It is your responsibility to obtain consent from references before providing their personal information to us. The list of third parties with whom we may share your personal information may change from time to time. Accordingly, if you would like to obtain a current list of such third parties, please send us a request at PrivacyOfficer@biomerieux.com.
- We may also be required to share your personal information with local authorities, courts and tribunals, regulatory bodies, or law enforcement for purposes of complying with applicable laws and regulations, including legal process.

What rights do I have in respect of my personal information?

Under PIPEDA and other Canadian privacy laws like (Act to modernise legislative provisions as regards the protection of personal information – Act 25), you have certain legal rights in respect of your personal information handled by us. These include the following: If your jurisdiction affords you such rights and you wish to exercise any one of them, you can submit a request, by filling the Data Subject Access Right Forms available on the bioMérieux website and also if you click [here](#) and submit the request to the Privacy Team.

The nature and scope of requests you may make are summarized below. Please note that depending on prevailing circumstances and your location, your ability to make such requests may be void or subject to restrictions:

- Access (Right to know): You may request to get a confirmation from us whether or not your Personal Information are processed by us and to get access to such information.
- Correction (Right to correction): You may request us to correct any inaccurate personal information as soon as practicable.
- Deletion (Right to deletion): You may ask us, to delete your personal information as soon as practicable. We shall delete your personal information as soon as practicable in the following cases:
 - the personal information is no longer required for the purposes for which it was gathered or processed in another way;
 - the personal information has been made subject of unlawful processing;
 - the personal information must be erased in order to comply with a legal obligation provided for governing law.

However, erasure cannot apply in the following cases:

- the processing is required to exercise the right to freedom of expression and information;
 - the processing is required in order to comply with a legal obligation provided for by governing law;
 - the processing is required to establish, exercise, or defend rights in court.
- Portability: You may request to receive personal information that has been provided to us, in a readily readable format to enable you to transfer that personal information to another entity.
 - Object/Opt Out: You may have a right to submit a complaint to us regarding the processing of your personal information, to withdraw your consent (subject to limitations) or to file a complaint with the relevant privacy regulator in Canada.

Where applicable, we will respond to any requests in accordance with governing law, and so there may be instances where we are not able to comply with your request.

It is your responsibility to determine whether the jurisdiction in which you reside in affords you such rights. If your jurisdiction does not afford you such rights, we do not have any obligation to comply to your request.

If you have any questions, please contact us at PrivacyOfficer@biomerieux.com.

We will endeavor to respond satisfactorily to any request, query, or complaint you may have in respect of your personal information, but if you are dissatisfied with our response and wish to make a formal complaint, or if you simply wish to learn more about your rights under PIPEDA and other Canadian privacy laws, you can contact either of the following bodies:

- Commission d'accès à l'information du Québec Bureau 18.200 500, boul. René-Lévesque Ouest Montréal, Québec H2Z 1W7 Canada <http://www.cai.gouv.qc.ca/>
- Office of the Privacy Commissioner of Canada 30, Victoria Street Gatineau, Québec K1A 1H3 Canada <https://www.priv.gc.ca>

Will this policy change in the future?

We may change this policy from time to time. We will post any changes to this policy on this page.

What if I have additional questions?

Questions or inquiries about this policy can be directed to our privacy team by sending an email to the following email address: PrivacyOfficer@biomerieux.com.