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## INCYTE PRIVACY NOTICE JOB CANDIDATES UNITED STATES

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We use this Privacy Notice to tell you what personal information we collect from you and what we do with it when you apply for a job with Incyte. We also use this Privacy Notice to tell you what additional personal information we collect and what we do with it if your application is successful. For information about how your personal information is treated when it is transferred to another location, please see the applicable Privacy Notice posted on our website for that location.

When we collect your personal information:

- We take or require appropriate technical, physical, and organizational measures (such as multifactor password authentication, encryption, access restriction, etc.) to protect your personal information from misuse or unauthorized alteration, loss, or access;
- We collect and use your personal information only for the purpose(s) for which we collect it;
- We only collect the personal information that we need; and
- We keep your personal information up to date and ensure that it is accurate.

This Privacy Notice was amended on May 1, 2020.

### What personal information do we collect and use?

#### 1) Candidates

- We collect and use the following personal information:
  - Your personal details – for example your name, nationality, second nationality, personal contact details (e.g. home address, telephone number, e-mail), and current role;
  - Qualifications – education (certificates, diplomas, degrees), professional experience, languages spoken, competencies, and skills;
  - Immigration or right to work status – legal ability to work within a certain location;
  - Assessment data – for example interview notes or test results;
  - Vetting and verification information – for example references;
  - Any other personal information which you choose to disclose to Incyte personnel during the application or interview process, whether verbally or in written form, including in particular any other information which you disclose on a CV / résumé; and,
  - Informal data including opinion data generated during the application or interview process.
- We collect this personal information in order to:
  - Assess your suitability and aptitude for potential employment with us;
  - Set up and conduct interviews and tests; and
  - Select an applicant to hire.
- We process your personal information in order to enter into an employment relationship with you if you are the successful candidate.
- We will also process your personal information if you consent to us keeping it for longer if your



application isn't successful but you want us to automatically consider you for other jobs that will become available in the future. We will ask you if you want to do this when you first apply with us and we will only keep it for as long as the law tells us we can or have to which we explain below.

## 2) Successful Applicants

- We collect and use the following personal information but only as necessary, permitted, or required under local law:
  - Your personal details – date of birth, gender;
  - Immigration or right to work data – national ID number, social security or national insurance number, visa or work permit; and,
  - Vetting and verification information – birth certificate, driver's license, background checks (including of publically available information and public social media profiles); criminal record disclosure.
- We collect this personal information in order to:
  - Review your eligibility to work;
  - Seek criminal record disclosure (where permitted by local law); and
  - Enter into an employment relationship with you.
- We process your personal information in order to enter into an employment relationship with you and provide you with benefits, etc. We explain more about how your personal information will be used as an employee when we work with you to onboard you into the company.

## Do you need to give us your personal information?

You don't have to give any personal information but we need to collect some information from you in order for you to apply for a job with us. Any personal information you share with us is on a voluntary basis as a candidate for a job with Incyte or an Incyte affiliate or as a successful applicant as part of the pre-employment process.

## Sources of personal information

You provide most of the personal information we process when you fill out an application on our recruitment website but we sometimes get some of your personal information from a recruitment agency, cooptation, professional social network, a current employee as a referral, or by corresponding with you directly by post or email. During the recruitment process, we may also request references from third parties, for example references provided by you, and we may also carry out screening and vetting processes using third party sources who can tell us if you are legally able to work for us.

## Who do we share your personal information with?

Your personal information is shared by Incyte with:



- Other companies in the worldwide Incyte Group, wherever located (a list of all Incyte companies is available under: <http://www.incyte.com/contact-us/headquarters.aspx>) in order to make decisions about your application or, if you provided consent, for future applications. Within Incyte, your personal information can be accessed by or may be disclosed internally on a need-to-know basis to the hiring manager and any other relevant business colleagues responsible for managing or making decisions in connection with your potential employment with Incyte.
- Third parties that help support our recruitment and, for successful applicants, our hiring and onboarding activities. These third parties may have access to or merely host your personal information or support and maintain the framework of our recruitment system. Incyte expects these third parties to process any personal information disclosed to them in accordance with applicable law, including with respect to data confidentiality and security. This processing on Incyte's behalf will also be conducted as outlined in contractual obligations between Incyte and its service provider.
- Third parties, such as government agencies, regulators, or public authorities, but only when they require us to.

## Where is your personal information used or stored?

Depending on your relationship with Incyte, we may transfer your personal information:

- 1) To other countries: your personal information may be transferred to Europe, Switzerland, Japan, the United Kingdom, India, and China; and
- 2) Within the worldwide Incyte group of companies as identified above.

## How is your personal information kept secure?

We use a combination of commercially reasonable physical, technical, and administrative safeguards to protect the personal information we collect from you. When your personal information is shared, Incyte will take a reasonable approach to prevent the unauthorized use or disclosure of personal information.

While we use these precautions to safeguard your personal information, please be aware that no security measures are perfect or impenetrable. We cannot guarantee the security of the networks, systems, servers, devices, and databases we operate or that are operated on our behalf. Please use caution when submitting any personal or other sensitive information to us online.

## What if the personal information is relating to a minor?

Incyte does not knowingly collect personal information directly from minors—persons under the age of 13, or another age of a minor as defined by law—other than when required to comply with the law or for



safety or security reasons. If you are a parent or guardian of a minor who has provided personal information without your knowledge or consent, you may submit a request to remove the minor's information by emailing us at [privacy@incyte.com](mailto:privacy@incyte.com).

## What if you're an individual with a disability and want to get this Privacy Notice in an alternative format?

Incyte is committed to ensuring that our communications are accessible to individuals with disabilities. To submit accessibility-related requests or report barriers to accessibility, please use the contact information below.

## Who can you contact about Privacy at Incyte?

If you have any questions about our privacy policies or practices, we encourage you to contact the Incyte Privacy Office:

Attn: Privacy Office  
Incyte Corporation  
1801 Augustine Cut-off  
Wilmington, Delaware 19803  
833-919-0687  
[privacy@incyte.com](mailto:privacy@incyte.com)



## CALIFORNIA RESIDENTS ONLY

If you are a resident of California, please read this section to learn more about the California Consumer Privacy Act of 2018 (CCPA) and how it applies to the personal information collected and used by Incyte as described in this Privacy Notice.

### What are my rights?

Individuals who are California residents and whose information is covered by the relevant provisions of the CCPA may have the following privacy rights:

- to request disclosure of personal information we collect and share about you during the 12-month period preceding our receipt of the request, including:
  - the categories of personal information we've collected about you;
  - the categories of sources from which we collected the personal information;
  - the business or commercial purposes for which we collected or sold the personal information
  - the categories of third parties with which we shared the personal information;
  - the categories of personal information that we have shared with service providers who provide services to us;
  - the specific pieces of personal information we collected; and
  - the categories of personal information (if any) that we have sold about you, the categories of third parties to which we have sold that information, and the category or categories of personal information sold to each third party
- to request deletion of personal information we have collected about you; and
- to request that Incyte not sell your personal information.
  - Under the CCPA, California consumers also have the right to request that their information not be sold for value. Currently, we do not sell or disclose your information to third parties for monetary or in-kind compensation. However, if this practice changes in the future, we will provide updated information via this Privacy Notice and instructions on how to submit a request to stop selling your personal information.

You also have a right not to be discriminated against for the exercise of these privacy rights. If you exercise any of these rights, we will continue to treat you fairly and not discriminate against you on the basis that you have exercised such rights.

There may be some types of personal information that can be associated with a household (a group of people living together in a single home). Requests for access or deletion of household Personal Information must be made by each member of the household. We will verify each member of the household using the verification criteria explained below. If we are unable to verify the identity of each household member with the degree of certainty required, we will not be able to respond to the request. We will notify you to explain the basis of our denial.



## Who can you contact regarding your rights?

If you are a California resident, to exercise your CCPA rights to request access or deletion of personal information that Incyte collects or shares about you, please contact Incyte at [privacy@incyte.com](mailto:privacy@incyte.com) or toll free at 833-919-0687.

For requests for access or deletion, we will respond to you or your authorized agent's request in writing, or orally if requested, as soon as practicable and in any event generally not more than within 45 days after receipt of your request. We may extend this period to 90 days and, in the event that we do extend the period, we will explain to you or your authorized agent why we did so.

If you are legally entitled to such rights, you may designate an agent to submit a request on your behalf. The agent can be a natural person or a business entity that is registered with the California Secretary of State. If you would like to designate an agent to act on your behalf, you and the agent will need to comply with our agent verification process. You will be required to verify your identity by providing us with certain personal information, depending on the nature of the information you require, which we will endeavor to match with information we maintain about you. Additionally, we will require that you provide us with written confirmation that you have authorized the agent to act on your behalf, and the scope of that authorization. The agent will also be required to provide us with proof of the agency relationship, which may be a declaration attesting to the agent's identity and authorization by you to act on their behalf, signed under penalty of perjury. If the agent is a business entity, it will also need to submit evidence that it is registered and in good standing with the California Secretary of State. Information to identify and verify your agent can be submitted through the same mechanism and at the same time that you submit information to verify your identity. Please note that this subsection does not apply when an agent is authorized to act on your behalf pursuant to a valid power of attorney. Any such requests will be processed in accordance with California law pertaining to powers of attorney.

To respond to your requests, we will ask you for at least two pieces of personal information and, for requests for specific pieces of personal information, we will ask you for at least three pieces of personal information. The information we require may vary depending on your relationship to us, and may include your full legal name, residential address, email address, phone number, as well information we may have on file about you. If you are requesting on behalf of another consumer, we may request additional information from you and/or the consumer to verify their identity. In all cases, we endeavor to match the information we receive for the purpose of verification to information we maintain about you. If we are unable to verify your identity using this process we will provide you with a response explaining so and what additional action you may take to ensure we can successfully verify your request.

## California Shine the Light

California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits California residents to annually request, free of charge, information about the personal information (if any) disclosed to third parties for direct marketing purposes in the preceding calendar year. No information is shared with third parties for their own marketing purposes.