

## PERSONAL DATA PROCESSING AND PROTECTION POLICY

This Personal Data Processing and Protection Policy (hereinafter referred to as the "**Policy**") defines the principles of personal data processing and protection by NUKLOVER Sp. z o.o., with its registered office in Warsaw, ul. F. Klimczaka 1, 02-797 Warsaw, entered into the Register of Entrepreneurs of the National Court Register maintained by the District Court for the Capital City of Warsaw in Warsaw, 13th Commercial Division of the National Court Register, under KRS number: 0001119004, NIP (Tax ID): 9512601894, REGON: 529283630 (hereinafter referred to as the "**Company**" or the "**Controller**").

This Policy applies to the processing and protection of personal data of:

- 1) employees and associates of the Company;
- 2) contractors as well as employees (associates) and representatives of the Company's contractors;
- 3) individuals participating in recruitment processes conducted by the Company;
- 4) individuals whose personal data is processed in connection with the Company's duties as a representative of the entity responsible for a medicinal product, i.e., maintaining a register of individual adverse drug reaction reports;
- 5) individuals whose personal data is processed by the Company in connection with handling product complaints;
- 6) individuals whose personal data is processed in connection with the Company's marketing activities.

This Policy constitutes the fulfillment of the information obligation referred to in Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter: "**GDPR**").

### **Contact details of the Controller**

For all matters related to the processing and protection of personal data by the Controller, you may contact the Company directly in writing at: ul. F. Klimczaka 1, 02-797 Warsaw, or via email at: [biuro@nuklover.com](mailto:biuro@nuklover.com)

## **I. EMPLOYEES AND ASSOCIATES**

1. Controller  
The controller of the personal data of the Company's employees and individuals cooperating with the Company under civil law contracts, whether for a fixed or indefinite period, is the Company.
2. Categories of Processed Personal Data  
The personal data processed by the Controller include:
  - a) first name(s) and surname,
  - b) date and place of birth,
  - c) PESEL number (Polish national identification number),
  - d) series and number of identity document,
  - e) place of residence (correspondence address),
  - f) contact details (telephone number, e-mail address),
  - g) first names, surnames, and dates of birth of the employee's children,
  - h) information concerning the employee's health condition,
  - i) bank account number,
  - j) education,
  - k) employment history.
3. Purposes of personal data processing  
Personal data will be processed for the purpose of concluding and performing a contract between the data subjects and the Controller (employment contracts, civil law

cooperation contracts), fulfilling legal obligations of the Controller under labor law and social security law, as well as for handling HR and payroll tasks.

4. Legal basis for processing

The legal basis for the processing of personal data is:

- a) Article 6(1)(b) and (c) of the GDPR, regarding the processing of personal data necessary for the performance of an employment or civil law contract and for compliance with the Controller's legal obligations;
- b) Article 9(2)(b) of the GDPR, concerning special categories of personal data referred to in Article 9(1) of the GDPR, such as trade union membership or health data, when processing is necessary for the purposes of carrying out obligations and exercising specific rights of the Controller in the field of employment law, to the extent permitted by law;
- c) Article 6(1)(a) or Article 9(2)(a) of the GDPR, where the data subject has given consent for the processing of their personal data.

5. Recipients of personal data

Recipients of personal data may include the Controller's employees, individuals or entities cooperating with the Controller in the area of HR and payroll services and employment processes, as well as the Labour Inspectorate, the Social Insurance Institution (ZUS), the relevant Tax Office, and other authorities authorized under applicable laws.

6. Retention period for personal data

Personal data will be processed for the duration of the contract with the Controller or – if processed based on consent – until the consent is withdrawn. Thereafter, data will be retained for the time necessary to fulfill the Controller's legal obligations or for the period of pursuing or defending against legal claims, whichever is longer, in accordance with applicable law.

7. Rights of data subjects

Under the provisions of the GDPR, data subjects have the right to:

- a) access and rectify their personal data,
- b) delete or restrict the processing of their data,
- c) object to processing under the conditions set out in the GDPR,
- d) receive their personal data and transfer it to another controller (in cases provided by law).

Where personal data is processed based on consent, data subjects have the right to withdraw their consent at any time. Withdrawal does not affect the lawfulness of processing carried out before the withdrawal.

These rights may be exercised by submitting a request directly to the Controller using the contact details provided in this Policy.

Data subjects also have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych), ul. Moniuszki 1A, 00-014 Warsaw, email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl), if they believe their personal data is being processed unlawfully.

8. Transfer of personal data to a third country

Personal data may be transferred to a third country or international organization if it results from the content or nature of the contract concluded with the Controller or if required under applicable law.

9. Automated decision-making

Personal data will not be used for automated decision-making.

## **II. CONTRACTORS, EMPLOYEES (ASSOCIATES) AND REPRESENTATIVES OF CONTRACTORS**

1. Controller

The controller of personal data of contractors, employees (associates) of contractors, and contractor representatives appointed and involved in the conclusion and execution of the agreement, as well as subcontractors of the contractor, is the Company.

## 2. Categories of personal data processed

The personal data processed by the Controller includes:

- a) first name(s) and surname,
- b) job title or role,
- c) correspondence address,
- d) contact details (phone number, email address),
- e) bank account number.

## 3. Purposes of personal data processing

Personal data will be processed for the purpose of initiating cooperation, concluding and performing contracts with contractors as part of the Controller's business activities, including, in particular but not limited to, responding to submitted offers and inquiries, making cooperation offers, executing contracts between the Company and contractors, as well as protecting the Company's interests, including establishing, pursuing, or defending claims arising from non-performance or improper performance of contracts with contractors, and fulfilling legal obligations imposed on the Controller.

## 4. Legal basis for processing

The legal basis for processing personal data is:

- a) Article 6(1)(b) of the GDPR, insofar as processing is necessary to perform a contract to which the data subject is a party, or to take steps at the request of the data subject prior to entering into a contract;
- b) Article 6(1)(c) of the GDPR, insofar as processing is necessary for compliance with a legal obligation to which the Controller is subject;
- c) Article 6(1)(f) of the GDPR, insofar as processing is necessary for the purposes of the legitimate interests pursued by the Controller, such as initiating and maintaining cooperation, proper performance of contracts, maintaining business relationships, establishing, pursuing, or defending claims, as well as conducting marketing activities;
- d) Article 6(1)(a) of the GDPR, where the data subject has given consent to the processing of their personal data.

## 5. Recipients of personal data

Recipients of personal data may include the Controller's employees, persons or entities cooperating with the Controller or providing services (e.g., administrative, courier, IT, legal) to the Controller. Personal data may also be disclosed to other entities in connection with the performance of a contract concluded between the data subject and the Company. Personal data may also be shared with entities authorized under the law, including based on decisions of relevant public authorities.

## 6. Retention period for personal data

Personal data will be processed for the duration of the contract with the Controller or – if processed based on consent – until the consent is withdrawn, and thereafter for the time necessary to fulfill the Controller's legal obligations or for the period of pursuing or defending against claims, whichever is longer, in accordance with applicable legal provisions.

Data will not be deleted within the above-mentioned period if processing is required by applicable law or necessary for settlements, pursuing, or defending claims related to cooperation with our contractor. In such cases, personal data will be processed for the period required by applicable law.

## 7. Rights of data subjects

Under the GDPR, data subjects have the right to:

- a) access and rectify their personal data,
- b) erase or restrict the processing of their data,
- c) object to processing, as provided by the GDPR,
- d) receive their personal data and transfer it to another controller (in legally specified cases).

Where personal data is processed based on consent, data subjects have the right to withdraw their consent at any time, without affecting the lawfulness of processing carried out prior to withdrawal.

These rights may be exercised by submitting a request directly to the Controller using the contact details provided in this Policy.

Data subjects also have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Moniuszki 1A, 00-014 Warsaw, email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl), if they believe their personal data is being processed unlawfully.

8. Transfer of personal data to a third country

Personal data may be transferred to a third country or international organization if it results from the content or nature of the agreement concluded with the Controller, or if required by applicable legal provisions.

9. Automated decision-making

Personal data will not be used for automated decision-making.

10. Notification of employees and associates

Contractors should inform their employees, associates, and subcontractors whose personal data is disclosed to the Controller about the content of this Policy.

### III. INDIVIDUALS PARTICIPATING IN RECRUITMENT PROCESSES

1. Controller

The controller of personal data of individuals participating in recruitment processes conducted by the Controller is the Company.

2. Categories of personal data processed

The personal data processed by the Controller includes:

- a) first name(s) and surname,
- b) date of birth,
- c) place of residence (correspondence address),
- d) contact details (telephone number, e-mail address),
- e) education,
- f) employment history.

3. Purposes of personal data processing

Personal data will be processed for the purpose of conducting the recruitment process, as well as for fulfilling legal obligations imposed on the Controller.

4. Legal basis for processing

The legal basis for the processing of personal data is Article 6(1)(a) of the GDPR, insofar as the data subject has given consent for their data to be processed.

5. Recipients of personal data

Recipients of personal data may include employees of the Controller, as well as persons or entities cooperating with the Controller in the recruitment process.

6. Retention period for personal data

Personal data processed for the purpose of conducting the recruitment process will be deleted immediately after the process is completed, if no contract is concluded with the Controller.

If the data subject consents to the processing of their personal data for the purpose of future recruitment processes conducted by the Controller, such data will be deleted immediately after the period for which consent was given, or immediately after the consent is withdrawn.

7. Rights of data subjects

Under the provisions of the GDPR, data subjects have the right to:

- a) access and rectify their personal data,
- b) request deletion of data and restriction of its processing,

- c) object to processing under the conditions provided by the GDPR,
- d) receive their personal data and transfer to another controller (in legally defined cases).

Where personal data is processed on the basis of consent, data subjects have the right to withdraw their consent at any time, without affecting the lawfulness of processing carried out before the withdrawal.

These rights can be exercised by submitting a request directly to the Controller using the contact details provided in the Policy.

Data subjects also have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Moniuszki 1A, 00-014 Warsaw, email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl), if they believe their personal data is being processed unlawfully.

8. Transfer of personal data to a third country

Personal data will not be transferred to a third country or an international organization.

9. Automated decision-making

Personal data will not be used for automated decision-making.

#### **IV. INDIVIDUALS WHOSE PERSONAL DATA IS PROCESSED IN CONNECTION WITH THE MAINTENANCE OF A REGISTER OF INDIVIDUAL REPORTS OF ADVERSE DRUG REACTIONS**

1. Controller

The controller of personal data processed in connection with the maintenance of the register and the receipt of individual reports of adverse drug reactions is the Company.

2. Categories of personal data processed

The personal data processed by the Controller includes:

1) in the case of healthcare professionals:

- a) first name(s) and surname,
- b) professional title,
- c) professional license number,
- d) name and identifying/contact details of the healthcare entity,
- e) contact details (phone number, email address);

2) in the case of patients:

- a) first name(s) and surname,
- b) date of birth and age,
- c) place of residence (correspondence address),
- d) contact details (phone number, email address),
- e) health data.

3. Purposes of personal data processing

Personal data will be processed in connection with fulfilling obligations related to the monitoring of the safety of medicinal products, i.e. maintaining a register of individual adverse drug reaction reports, based on the Act of 6 Sep 2001 – Pharmaceutical Law.

4. Legal basis for processing

The legal basis for processing personal data is:

- a) Article 6(1)(a) of the GDPR, insofar as the data subject has given consent to the processing of their personal data for one or more specific purposes;
- b) Article 6(1)(c) of the GDPR, insofar as processing is necessary to comply with a legal obligation to which the Controller is subject;
- c) Article 6(1)(f) of the GDPR, insofar as processing is necessary for the purposes of the legitimate interests pursued by the Controller, namely, fulfilling the responsibilities of a representative of the marketing authorization holder of medicinal products to which the adverse reaction reports refer;
- d) Article 9(2)(i) of the GDPR, insofar as processing is necessary for reasons of public interest in the area of public health, such as ensuring high standards of quality and safety of healthcare and medicinal products or medical devices.

5. Recipients of personal data

Recipients of personal data may include the Controller's employees, as well as persons or entities cooperating with the Controller or providing services to the Controller (e.g. under personal data processing agreements and for IT support necessary to maintain the functionality of the electronic adverse reaction reporting system).

In addition, personal data processed by the Controller in connection with the receipt of adverse reaction reports may be transferred to entities and authorities authorized to process such data under the law, including the European Medicines Agency, for purposes related to the monitoring of drug safety.

6. Retention period for the personal data

Personal data will be retained for the period necessary to fulfill the processing purposes outlined in point 2, particularly related to the period of marketing authorization for the given medicinal product and for at least 10 years after the expiry of that authorization, in accordance with Article 16(2), second paragraph, of Commission Implementing Regulation (EU) No 520/2012 of 19 June 2012 on the performance of pharmacovigilance activities referred to in Regulation (EC) No 726/2004 of the European Parliament and of the Council and Directive 2001/83/EC of the European Parliament and of the Council.

Personal data processed on the basis of consent will be processed until the consent is withdrawn, unless this would conflict with the Controller's legal obligations.

7. Rights of data subjects

Under the GDPR, data subjects have the right to:

- a) access and rectify their personal data,
- b) request deletion and restrict processing,
- c) object to processing under the conditions set out in the GDPR,
- d) receive their personal data and request data portability to another controller (in legally defined cases).

Where personal data is processed on the basis of consent, data subjects have the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out prior to the withdrawal.

These rights can be exercised by submitting a request directly to the Controller using the contact details provided in this Policy.

Data subjects also have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Moniuszki 1A, 00-014 Warsaw, email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl), if they believe their personal data is being processed unlawfully.

8. Transfer of personal data to a third country

Personal data will not be transferred to a third country or international organization outside the European Economic Area.

9. Automated decision-making

Personal data will not be used for automated decision-making.

## **V. INDIVIDUALS WHOSE PERSONAL DATA IS PROCESSED IN CONNECTION WITH PRODUCT COMPLAINT HANDLING**

1. Controller

The controller of personal data processed in connection with product complaint handling is the Company.

2. Categories of personal data processed

The personal data processed by the Controller includes:

- a) first name(s) and surname,
- b) correspondence address,
- c) contact details (phone number, email address).



3. Purposes of personal data processing

Personal data will be processed in connection with the handling of product complaints, in particular for the purpose of reviewing the complaint and providing a response, as well as potentially implementing corrective actions.

4. Legal basis for processing

The legal basis for processing personal data is:

- a) Article 6(1)(a) of the GDPR, insofar as the data subject has given consent for the processing of their personal data for one or more specified purposes;
- b) Article 6(1)(c) of the GDPR, insofar as processing is necessary to comply with a legal obligation to which the Controller is subject;
- c) Article 6(1)(f) of the GDPR, insofar as processing is necessary for the purposes of the legitimate interests pursued by the Controller, i.e. for handling the complaint process.

5. Recipients of personal data

Recipients of personal data may include employees of the Controller, as well as persons or entities cooperating with the Controller or providing services to the Controller in the area of administration and complaint handling.

In addition, personal data processed by the Controller in connection with the handling of product complaints may be disclosed to entities and authorities authorized to process such data under the law, especially if circumstances arise during complaint review that require the Controller to report to supervisory authorities.

6. Retention period for personal data

Personal data will be processed for the time necessary to resolve the complaint, including the review of any appeal following a refusal to accept the complaint, until the end of the complaint process, the expiration of any claims, or the conclusion of judicial, settlement, or public authority proceedings related to the complaint—whichever period is longer, in accordance with applicable legal provisions.

Data will not be deleted after the above period if their further processing results from legal requirements or is necessary to pursue or defend against claims. In such cases, personal data will be processed for the period required by applicable law.

Personal data processed on the basis of consent will be processed until the consent is withdrawn, unless such withdrawal conflicts with the Controller's obligations under applicable law.

7. Rights of data subjects

Under the GDPR, data subjects have the right to:

- a) access and rectify their personal data,
- b) request deletion of data and restriction of processing,
- c) object to processing, as provided under the GDPR,
- d) receive their personal data and request data portability to another controller (in legally defined cases).

Where personal data is processed based on consent, data subjects have the right to withdraw their consent at any time, without affecting the lawfulness of processing carried out before the withdrawal.

These rights may be exercised by submitting a request directly to the Controller using the contact details provided in this Policy.

Data subjects also have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Moniuszki 1A, 00-014 Warsaw, email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl), if they believe their personal data is being processed unlawfully.

8. Transfer of personal data to a third country

Personal data will not be transferred to a third country or an international organization outside the European Economic Area.

9. Automated decision-making

Personal data will not be used for automated decision-making.

## **VI. INDIVIDUALS WHOSE PERSONAL DATA IS PROCESSED IN CONNECTION WITH MARKETING ACTIVITIES**

1. Controller

The controller of personal data processed in connection with the Company's marketing activities is the Company.

2. Categories of personal data processed

The personal data processed by the Controller includes:

- a) first name(s) and surname,
- b) job title,
- c) correspondence address,
- d) contact details (phone number, email address).

3. Purposes of personal data processing

Personal data will be processed for the purpose of establishing business relationships as part of the Company's commercial activity, including in particular, but not limited to, presenting offers and the scope of the Company's business operations

4. Legal basis for processing

The legal basis for processing personal data is:

- a) Article 6(1)(f) of the GDPR, insofar as processing is necessary for the purposes of the legitimate interests pursued by the Controller, such as initiating and maintaining business relationships and conducting marketing activities;
- b) Article 6(1)(a) of the GDPR, where the data subject has given consent for their data to be processed.

5. Recipients of personal data

Recipients of personal data may include employees of the Controller, persons or entities cooperating with the Controller, or those providing services (including marketing and IT services) on behalf of the Controller.

6. Retention period for personal data

Personal data will be stored for no longer than is necessary to serve the legitimate interests pursued by the Controller.

Personal data processed based on the data subject's consent will be processed until such consent is withdrawn.

7. Rights of data subjects

Under the GDPR, data subjects have the right to:

- a) access and rectify their personal data,
- b) request deletion of data and restriction of processing,
- c) object to processing, as provided for under the GDPR,
- d) receive their personal data and transfer it to another controller (in legally specified cases).

Where personal data is processed based on consent, data subjects have the right to withdraw that consent at any time, without affecting the lawfulness of processing carried out prior to the withdrawal.

These rights may be exercised by submitting a request directly to the Controller using the contact details provided in this Policy.

Data subjects also have the right to lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office, ul. Moniuszki 1A, 00-014 Warsaw, email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl), if they believe that their personal data is being processed unlawfully.

8. Transfer of personal data to a third country

Personal data will not be transferred to a third country or international organization.

9. Automated decision-making

Personal data will not be used for automated decision-making.