

**FORMER EMPLOYEE PRIVACY POLICY**



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## 1. HYLORIS'S COMMITMENT TO PRIVACY

### 1.1. Purpose of the Policy

Hyloris Pharmaceuticals SA and its subsidiaries (all together referred to as **Hyloris**) are committed to protecting your personal information and maintaining the accuracy, confidentiality, and integrity thereof. This privacy policy (**Policy**) describes:

- (i) the Personal Information that Hyloris collects from you and about you,
- (ii) how Hyloris uses the Personal Information it collected from you and for what purposes,
- (iii) to whom Hyloris discloses the Personal Information it collected from you.

You will also find herein all relevant information about your rights and how to exercise these rights.

### 1.2. Scope of the Policy

The Policy applies to all data processing of your Personal Information that are collected and further processed as a result of your being a Former Employee of Hyloris.

The Policy applies to all the companies of the Hyloris Metrology group, which includes Hyloris Pharmaceuticals SA, with its offices at Boulevard Gustave Kleyer 17/001, 4000 Liège, Belgium and its subsidiaries, which are located in different Member States of the European Union as well as in the United States of America and Canada. These group companies and subsidiaries are:

Hyloris Developments SA Boulevard Gustave Kleyer 17 4000 Liège Belgium Tel.: 00 32 4 34 60 207	RTU Pharma SA Boulevard Gustave Kleyer 17 4000 Liège Belgium Tel.: 00 32 4 34 60 207
Dermax SA Boulevard Gustave Kleyer 17 4000 Liège Belgium Tel.: 00 32 4 34 60 207	

### 1.3. A Policy for Compliance

The purpose of Hyloris's Policy is to comply with all national privacy legislation in each of the jurisdictions where it operates. Hyloris implements additional procedures, standards, and policies wherever needed to meet the requirements imposed by the relevant national laws.

Hyloris makes sure that its employees and any of its contractors, suppliers, agencies, temporary workers, or any other parties acting on Hyloris's behalf (collectively referred to as **External Parties**) who collect or manage Former Employee Personal Information to abide by the terms described in this Policy, whether they are utilizing Hyloris and/or their own electronic systems and data management tools.

Hyloris and its employees are responsible for ensuring that any External Parties they work with in support of Hyloris's operations comply with this Policy and with any additional specific standards and procedures that are in place according to its compliance policy with regard to national privacy and data protection legislation.

## 2. DEFINITIONS

For the purpose of this Policy, the following terms and expressions have the meanings given to them here:

**Employee or Employees:** any individual working for Hyloris either directly or indirectly through an outplacement agency, including without limitation employees and self-employed workers who have a contract with Hyloris.

**Former Employee or Employees:** any Employee who no longer works for Hyloris, for whatever reason, including retired Employees.

**Data Controller:** the natural or legal person, public authority, agency, or other body that determines either alone or jointly with others the purposes and means of personal data processing.

**Personal Information:** any information relating to an identified or identifiable individual, the term of which is defined in Article 4.1. of the Regulation (EU) 2016/679 of 27 April 2016 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (also known as **GDPR**).

**Process or Processing:** any operation or set of operations that is performed on Personal Information using automated or non-automated means, such as collecting, recording, organizing, structuring, storing, adapting or altering, retrieving, consulting, using, disclosing by transmitting, disseminating, or otherwise making available, aligning or combining, restricting, erasing, or destroying, provided that it falls under the scope of the GDPR.

**Special Categories of Personal Data:** Personal Information revealing race, ethnicity, political views, religion, health, sexual orientation, trade union membership, genetic or biometric

data, information about criminal convictions and offenses, and other categories defined by law.

### **3. COLLECTION OF PERSONAL INFORMATION**

#### **3.1. What categories of Personal Information does Hyloris collect?**

Hyloris collects the following categories of information from you and about you:

- recorded images;
- identification data (e.g., name, home address, private phone number, ...);
- national Register / Social Security Identification Number;
- personal information (e.g., age, sex, marital status, ...);
- education and training;
- occupation and employment history, and
- all other personal information you may have shared with us during the recruitment process.

#### **3.2. How does Hyloris collect Personal Information?**

Hyloris would have collected your Personal Information during the recruitment process and during your employment at Hyloris in accordance with the Employee Privacy Policy. Hyloris collects your Personal Information directly from you also, namely those information that you have voluntarily given to Hyloris after the end of the employment, such as your new contact details.

## 4. PROCESSING OF YOUR PERSONAL INFORMATION

### 4.1. Purposes of and legal basis for the processing of your Personal Information

#### 4.1.1. Current purposes and legal basis

Purposes	Legal grounds
<i>Hyloris processes your Personal Information for the purposes of:</i>	<i>These data processing activities are necessary for:</i>
- complying with its legal obligations, including those under tax law and social security/ labor law	- Hyloris's compliance with legal obligations
- managing the departure of Employees, including the follow-up of Hyloris's administrative tasks pertaining to staff departures, severance payments, pensions, etc.	- Hyloris's performance of the employment contract it has with its Employees
- monitoring compliance with regard to the surviving provisions of the contract, including non-competition clauses, confidentiality clause, intellectual property clauses, etc.	- Hyloris's performance of the employment contract and its pursuit of the company's legitimate interests, namely the safeguarding of its position on the market, of its brand, and of its trade secrets
- implementing its alumni program	- Hyloris's pursuit of the legitimate interest of building a community of Hyloris Former Employees

If you do not wish to be part of the Hyloris alumni community, you have the right to object thereto free of charge and at any time by sending an e-mail to [Koenraad.vanderelst@Hyloris.com](mailto:Koenraad.vanderelst@Hyloris.com), expressing your objection.

#### 4.1.2. Personal Information of relatives and emergency contact

During your employment at Hyloris, we have collected from you information about your relatives (including your partner and any children) as well as your emergency contact person. Hyloris erases these information from our data base after your departure.

#### 4.1.3. Future purposes

If Hyloris considers processing your Personal Information for other purposes than those mentioned under 4.1.1, Hyloris will inform you thereof before it starts processing your Personal Information for the new purpose.

#### **4.2. How long will your Personal Information be retained?**

Your Personal Information will be retained for as long as necessary considering the purposes mentioned under 4.1.1 for which they have been collected (see above) and for maximum 5 years after you have left Hyloris.

#### **4.3. To whom will your Personal Information be disclosed?**

For the purposes described above (see 4.1), Hyloris may disclose your Personal Information to:

- Hyloris's senior managers, HR managers, HR administration staff, IT administrators, facility management staff;
- social security institutions;
- public service bodies;
- insurers; and
- other Hyloris entities.

Hyloris requires that any External Parties to whom your Personal Information is disclosed and that processes your Personal Information provide the same level of privacy protection as that which Hyloris provides.

By way of contract, we require data processors to process the data only in accordance with our instructions and to secure the data. These data processors must not use or disclose the information, except if such use or disclosure is authorized by Hyloris and/or is made for the purpose of complying with legal requirements.

There are certain situations in which you will share Personal Information directly with service providers (e.g., pension providers) that are associated with Hyloris or in which Hyloris has no control over how your data is processed. In these situations, please ensure that you read and understand the privacy policies and practices of such service providers.

#### **4.4. Transfer of Personal Information to a country outside of the European Union**

Hyloris operates globally, so your Personal Information can be transferred from time to time to other entities of the Hyloris group, including to its headquarters in the United States of America.

If your Personal Information is transferred to entities located in countries whose data protection laws are not regarded as having the same level of protection as the level that the European Union gives to privacy and data protection (including, Japan, the United States of America, and Canada), Hyloris ensures that necessary guarantees with regard to safeguarding privacy and your data protection are offered by entering into contracts with relevant companies whereby those contracts contain the European Commission-approved standard contractual clauses (SCC). You may obtain a copy of these SCC by sending an email to [koenraad.vanderelst@Hyloris.com](mailto:koenraad.vanderelst@Hyloris.com).

#### **4.5. Security**

Hyloris implements appropriate physical, administrative, and technical measures, such as anonymizing, encrypting, and accessing verifications that are designed to protect your Personal Information against accidental, unlawful or unauthorized destruction, loss, alteration, disclosure, access, or use, and all other unlawful forms of processing.

### **5. YOUR RIGHTS**

#### **5.1. What are your rights with regard to Personal Information processing?**

You have the right to request access to your Personal Information at any time and request that inaccurate, outdated, or no longer necessary information be corrected, erased, or restricted.

You have the right to seek the following within the limits of the applicable data protection regulations:

- the erasure of your data, especially (i) if the data are no longer necessary to be processed or retained for the purpose described in point 4.1.1, or (ii) if you object to the processing of your data (see below),
- the restriction of the processing of your data (i) for the time necessary for Hyloris to verify the basis of any of your challenge about the accuracy of your data, (ii) if the processing is considered illegal, but you do not want your data to be deleted, (iii) if Hyloris no longer needs your data, but you wish to retain it for the purposes of determining, exercising, or defending your rights, (iv) if you object to the processing of your data (see below) for the time necessary for Hyloris to verify the basis of your request seeking restriction to the data processing.

You have the right to object to Hyloris's use of your data at any time on condition that your objection is justified on your own grounds, and such justification is within the limits of applicable data protection regulations.

You have the right to receive your data or have your data transmitted to another data controller in a structured, commonly used, and readable format.

#### **5.2. How to exercise your rights**

You can exercise the rights described above by sending a letter by email to [Koenraad.vanderelst@Hyloris.com](mailto:Koenraad.vanderelst@Hyloris.com), indicating your decision to exercise any of those rights or by sending us the form that is available on the following URL: <https://www.Hyloris.com/gdpr>. After Hyloris has received your letter, it will answer you as soon as possible.

If you are not satisfied with our response to your request with regard to your exercise of those rights, you may file a complaint with the data protection authority in the country where you have your habitual residence, your place of work or where the alleged infringement of your rights occurred. The coordinates of those authorities are described below.

#### **Belgium**

*Commission de la protection de la vie privée*  
*Rue de la Presse 35*  
*1000 Bruxelles (Brussels)*  
*Tel. +32 2 274 48 00*  
*Fax +32 2 274 48 10*  
*e-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be)*  
*Website: <http://www.privacycommission.be/>*

**France**

*Commission Nationale de l'Informatique et des Libertés - CNIL*  
*8 rue Vivienne, CS 30223*  
*F-75002 Paris, Cedex 02*  
*Tel. +33 1 53 73 22 22*  
*Fax +33 1 53 73 22 00*  
*e-mail:*  
*Website: <http://www.cnil.fr/>*

**Germany**

*Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit*  
*Husarenstraße 30*  
*53117 Bonn*  
*Tel. +49 228 997799 0; +49 228 81995 0*  
*Fax +49 228 997799 550; +49 228 81995 550*  
*e-mail: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)*  
*Website: <http://www.bfdi.bund.de/>*

**The Netherlands**

*Autoriteit Persoonsgegevens*  
*Prins Clauslaan 60*  
*P.O. Box 93374*  
*2509 AJ Den Haag/The Hague*  
*Tel. +31 70 888 8500*  
*Fax +31 70 888 8501*  
*e-mail: [info@autoriteitpersoonsgegevens.nl](mailto:info@autoriteitpersoonsgegevens.nl)*  
*Website: <https://autoriteitpersoonsgegevens.nl/nl>*

**United Kingdom**

*The Information Commissioner's Office*

*Water Lane, Wycliffe House*

*Wilmslow - Cheshire SK9 5AF*

*Tel. +44 1625 545 745*

*e-mail: [international.team@ico.org.uk](mailto:international.team@ico.org.uk)*

*Website: <https://ico.org.uk>*

**6. CHANGES TO THIS POLICY IN THE FUTURE**

Hyloris reserves the right to change this Policy at any time and as far as necessary to comply with the changes in the applicable laws, regulations, practices, and procedures, or to respond to new threats or new requirements imposed by data protection authorities.

**7. ANY QUESTIONS?**

If you, as a Hyloris Former Employee, have questions about your Personal Information or the processing of your data, or if you have concerns about a potential data breach by Hyloris, please email us at [Koenraad.vanderelst@Hyloris.com](mailto:Koenraad.vanderelst@Hyloris.com).