



# Workforce Privacy Notice

Lilly Nederland BV Orteliuslaan 1000, 3528 BD UTRECHT is a controller of your Personal Data (“Lilly”) and collects and uses Personal Information (PI) about our workforce for a variety of legitimate and legal business purposes which include (i) to comply with applicable legal obligations, including obligations arising under applicable labor and employment laws; (ii) to establish, exercise and defend against legal claims or otherwise protect the legal rights of Lilly; (iii) to perform contractual duties owed to the employee; iv) for legitimate business interests, which include performance management of employees and other interests identified in this Notice; or v) otherwise permitted by applicable Member State derogations.

Only data that are strictly necessary are collected, consequently, the type of personal information can vary depending on your status, mission(s), or role in the company.

This notice is designed to:

- Explain what personal information is collected or processed when you have a human resources (HR) connection to Lilly.
- Explain how we use and protect your personal information.
- Explain your rights with respect to the processing of your personal information
- Provide you with contacts if you have questions or concerns regarding the processing of your personal information .

## Scope

This notice applies to members of the Lilly “workforce,” including: job applicants; active and inactive Lilly employees; former employees; retirees; dependents; beneficiaries; employees of Lilly’s third party vendors and partners, such as contractors on assignment at Lilly; and other individuals about whom Lilly collects PI for HR-related purposes.

## Personal Information Processed

Lilly collects only the PI necessary for our legitimate business purposes. Lilly may collect and process the following PI pertaining to Lilly workforce:

- Personal details (such as name, work address, work phones, title and position, home address, home phone)
- Family, lifestyle and social circumstances (such as information necessary to administer health and other personal benefits, including information related to beneficiaries and dependents where applicable)
- Education and training details (such as college/university, degrees, courses taken at Lilly)
- Employment details (such as resume at Lilly including positions held)
- Financial details (such as compensation and benefits)

In addition, photos are regularly made of Lilly activities and placed on the Dutch section of the Lilly Intranet. If you do not want photos to be taken, you can inform the photographer directly. If you want a picture removed from the Intranet, you may submit your request at any time.



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Lilly may collect and process Sensitive Personal Information (SPI) for benefits administration, [Payroll, Contract Management] or if required for compliance with applicable law, or otherwise with your expressed consent such as:

- Social Security Number
- Nationality or citizenship (such as information necessary to comply with local laws)
- Trade union membership (such as information necessary to comply with local laws)
- Physical or mental health or condition, including disabilities (in circumstances where benefits are provided by the company, or when legally required)
- Offences/criminal convictions, court ordered actions (including alleged offences, where required to comply with law)
- Any SPI necessary to comply with local laws or for which you would express your consent to provide it

## Sources of Personal Information

Information may be gathered in various ways in compliance with applicable laws.

- Directly from the workforce - Job applications, online forms, Lilly's intranet sites, direct interaction regarding benefits and employment
- From other sources - External parties that perform background checks, individuals who do performance evaluations, investigations of possible misconduct, locating former employees or beneficiaries to administer benefits
- From Lilly systems - Security badge systems, video surveillance systems, information technology (IT) systems and web cookies (computer system activity, including internet and email usage), HR and/or financial systems (training, benefits, time worked, pay amounts, expenses), as any other electronic device.

Procedures are in place governing any necessary approvals before accessing information from electronic or physical workspaces.

## Use of Personal Information

Lilly may collect and process PI pertaining to our workforce for the following legitimate business purposes:

- Recruitment, job placement
- Administration of benefit programs
- Payroll and compensation administration
- Training
- Performance management
- Advancement planning, succession management
- Corporate risk management and workforce protection
- Insurances and tax requirements
- Administration of compliance and monitoring programs
- Government reporting



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- Other lawful and customary employment, human resources, and business related purposes.
- We may also use the information to meet legal or regulatory obligations, including company record retention, that are in the legitimate interest of Lilly such as cooperation with internal and government-initiated legal, policy or regulatory compliance investigations
- Maintaining a High Risk Driver Program to identify high-risk driver employees by registering motor vehicle collisions due to the fact these collisions represent one of the most significant safety risks for Lilly. (this information will not be shared with Lilly's business relations and criminal information is not processed)

Your information will be saved for a period of time needed to fulfill legitimate and lawful business purposes in accordance with Lilly's records retention policies and applicable laws and regulations.

From time to time, Lilly and its authorized representatives or agents may monitor and review workforce records, documents and other information, including e-mail correspondence, sales workforce call notes, internet log files, security badge-reader data, and similar data, residing on Lilly-owned networks, computers, and other electronic devices used by our workforce. Some of these materials may contain PI relating to you. In these cases, Lilly will only act where there is justification for doing so and only in the manner permitted by law, including when Lilly must protect its legal rights and interests, investigate suspected violations of law or company policy, or respond to valid law enforcement requests. Lilly will apply due care to ensure that its efforts are targeted and proportionate, and will try to exclude, to the greatest extent practicable, irrelevant materials or information, including non-work related materials that workers have stored on company-owned systems.

## Sharing Information

Within Lilly, we may share your personal information with those who have a business need to access the information.

We may share your personal information with third parties to whom the personal information may be disclosed (such as benefits administrators/providers, IT network administrators, the Forum for management of social activities in their scope etc.) for purposes consistent with those identified in this notice. All third parties that have access to your information have agreed to protect the information and to use it only as directed by us.

Lilly will disclose PI where legally required to do so or when doing so is necessary to protect the health and safety of you or other individuals or the vital interests of the company, such as to government agencies, including to comply with national security or law enforcement requests, when compelled by a subpoena or court order, or to your designated emergency contact in the event of an emergency.

We understand that protecting your Personal Information is important and we use reasonable physical, electronic, and procedural safeguards to protect information we process and maintain. For example, we limit access to your information to authorized employees, agents, contractors, vendors, subsidiaries, and business partners, or others who need such access to carry out their assigned roles and responsibilities on behalf of Lilly. Please be aware, although we try to protect the information we process and maintain, no security system can prevent all potential security breaches.



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Lilly may transmit personal information about you to other Lilly affiliates worldwide. These affiliates may in turn transmit personal information about you to other Lilly affiliates. Some of Lilly's affiliates may be located in countries that do not ensure an adequate level of data protection. Nevertheless, all of Lilly's affiliates are required to treat personal information in a manner consistent with this notice. To obtain additional information regarding the basis for transfers and safeguards that Lilly has in place for cross-border transfers of personal information, please contact us at [lillyDPO@lilly.com](mailto:lillyDPO@lilly.com) or visit <https://privacynotice.lilly.com>.

## Rights and Choices

You have the right to request information from us on how your personal information is being used and with whom that information is being shared. You also have the right to request to see and get a copy of the personal information that we have about you, request its correction or request its erasure. You also have the right to specify how your data will be treated after your death.

Much of your PI can be accessed via the Lilly intranet. We rely upon you to keep that information up-to-date, complete and accurate. Should you have a question about your PI beyond that which you can access directly, please contact the HR department of Lilly Nederland, email: [NL\\_HR@lists.lilly.com](mailto:NL_HR@lists.lilly.com), phone: +31 30 6025800.

If you object to certain PI being collected, stored or transferred, please communicate with the HR contact listed below, who will then attempt to find a reasonable accommodation to your objection. Objection to processing may result in your being denied certain benefits or administrative requirements not being met.

Exceptions may apply to your request. To exercise your rights, you or your authorized representative may submit a request to: [datarights@lilly.com](mailto:datarights@lilly.com). You will not be discriminated against when exercising your rights.

If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer at [lillyDPO@lilly.com](mailto:lillyDPO@lilly.com) who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law you can register a complaint with a Data Protection Authority (DPA).

## Acknowledgment of Receipt of Notice

I hereby declare to have received, read, and understood this notice.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_