



## PRIVACY NOTICE

### Changes to our Privacy Notice

We keep our Privacy Notice under regular review and we will publish any updates on our web page as well as in our internal storage location.

### Privacy Notice for external business contacts

This first part of the Privacy Notice explains how we use any personal information we collect about you when having contractual business relations with Affibody or when using our website.

#### What information do we collect about you?

We collect information about you when you register with us, place an order for products or services or provide shipping details. We also collect information when you voluntarily complete customer surveys, provide feedback or apply for a job. Website usage information is collected using cookies. We may also collect contact information on tradeshow visits or other public or other business or trade venues.

#### How long do we store your personal information?

Normally we store external business contacts (customers, distributors or other contact persons) 10 years after last contact for legal obligations, or when the person wants to opt out if that is compliant with our legal obligations.

#### Who has access to the information about you?

Only authorized Affibody employees and distributors have access to personal information. Authorized IT-staff may audit and monitor equipment, systems, and network traffic for security, compliance, and maintenance purposes.

#### How will we use the information about you?

We use the information about you to process your order, manage your account, and to email you information about other products and services we think may be of interest to you. We also use information collected from the website to personalise your repeat visits to our website. Affibody will only share your information for marketing purposes within Affibody and in limited extent to our distributors for shipping purposes.

#### Marketing

We might want to send you information about products and services of ours which may be of interest to you based on legitimate interest. If you do not wish to receive marketing information or material, you may opt out whenever you want to. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact [reception@affibody.com](mailto:reception@affibody.com).

#### Cookies

When you visit our website, we may send "cookies" to your computer. A cookie is a small text file or piece of data that a website that you visit can place or save onto your computer. Cookies do not themselves contain any personally identifiable information. However, if you provide such personally identifiable information to us (such as by registering for an Internet related service or password provided by us), such information may be linked to the data stored in the cookie. There are two types of cookies. The first type saves a file for a longer period onto your computer, and it can remain on your computer after you shut it off. Such cookie could, for example, be used to tell a visitor what information on the website has been updated since his or her last visit to that website. The second type of cookie is called "session cookie." While you are visiting a website, session cookies are temporarily stored in your computer's memory. This could be done, for example, to keep track of what language you have chosen at the website. Session cookies are not stored for a long period of

time on your computer since they disappear when you close your web browser. We may use third parties to assist us in collecting or processing information obtained through cookies.

We may use cookies for several reasons, such as:

- to compile anonymous statistics related to patterns and trends of browsing;
- to analyse sales data;
- to conduct marketing research;
- to user adapt website content or functions;
- to aid or track site visits of users, of certain Internet-based services;
- to enable users with passwords to re-enter certain web pages without having to re-type previously typed information.

#### Other websites

Our website may contain links to other websites. This privacy policy only applies to the website within Affibody. When following links to other websites, you should read their privacy policies.

#### Privacy Notice for applicants, employees and consultants

This second part of the Privacy Notice explains how we use any personal information we collect about you when you are an employee, apply for a job or sign up as a contractor.

#### How your information will be used

Affibody needs to keep and process information about you for normal employment purposes. The information we collect, hold and process will be used for our management and administrative use only.

We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left.

This includes using information to enable us to comply with the employment contract, to comply with any legal requirements, pursue the legitimate interests of Affibody and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations. We will inform you about the implications of that decision.

We may sometimes need to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes, maintain the security level (username and passwords) or report potential crimes. We will never process your data where your interests are overridden by our interests.

#### The information we collect about you

The sort of information we hold includes your application form and references, your contract of employment and any amendments to it; correspondence with or about you, e.g. letters to you about a pay change or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring policy; and records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.

You will be referred to in company documents and records that are produced by you and your colleagues while carrying out your duties and the business of the company.

Where necessary, we may keep information relating to your health, which could include reasons for absence and medical reports and notes. This information will be used in order to comply with our health & safety and occupational health obligations – to consider how your health affects your



ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory and company sick pay e.g. health insurance or life insurance policies.

We *do not process* special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, biometric data or sexual orientation. In the case biometric data for authentication or health data is necessary we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

#### Who has access to the information about you?

Authorized personnel may audit and monitor equipment, systems, and network traffic for security, compliance, and maintenance purposes. We also keep records of your hours of work from your time reports, as detailed in the company Employee handbook.

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external payroll provider, banks, credit card companies, travel agencies, pension or health insurance schemes. In some cases these parties act as independent controllers and they are fully responsible for the processing of your information we provide them with.

We may transfer information about you to other processors for purposes connected with your employment or the management of the company's business. This includes payroll, insurance and pension companies.

In limited and necessary circumstances, your information may be transferred outside of the EU/EES or to an international organisation to comply with our legal or contractual requirements. We have in place safeguards to ensure the security of your data.

After applying for a job or after your employment has been ended, your personal data will be stored for a period of 2 years (Swedish discrimination act) or in some circumstances 7 years (bookkeeping), or longer for audit purposes, after last transaction.

If in the future we intend to process your personal data for a purpose other than that which it was collected, we will provide you with information on that purpose and any other relevant information.

#### Transfer of personal data to third countries

In some situations, Affibody may transfer personal data to countries outside of the EU/EES. In these situations, Affibody will make the necessary measurements to protect your personal data in accordance with applicable requirements, e.g. by requiring the receiving party to protect your personal data in accordance with applicable data protection regulations as well as by signing Data Processing Agreements (DPAs).

Specifically, selected personal data is collected and stored in different cloud based systems including but not limited to applications in the MS365-suite, DocuSign and Zoom. The personal data is kept to an absolute minimum and no sensitive or regulated personal data is transferred to these systems.

For employees, we have in place safeguards including an *IT Policy* and an *IT Security Directive*. Our HR records storage is situated within EU/EES to ensure the security and integrity of your data.

#### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us at the address below. For your security and privacy, we must make sure who is asking and where to send the information by



asking for credentials. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

#### Your rights

Under the General Data Protection Regulation (GDPR) you have number of rights regarding your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

You have the right to lodge a complaint to the Data Protection Authority if you believe that we have not complied with the requirements of the GDPR regarding to your personal information.

If you do not feel comfortable contacting us through below mentioned channels we also offer an anonymous whistleblowing function through WhistleB: <https://report.whistleb.com/affibodyext>

#### Contact details of controller and Privacy Officer.

Affibody AB is the controller of data for the purposes of the GDPR.

If you have any concerns as to how your data is processed, if you have any questions about our privacy policy or information we hold about you, please contact our Privacy Officer. Contact details below.

Privacy Officer can be reached at [dpo@affibody.se](mailto:dpo@affibody.se) or you can write to these individuals using the address below:

Affibody AB  
Privacy Officer  
Scheeles väg 2  
SE-171 65 Solna  
Sweden

Phone: +46 (0) 8 59 88 38 00