

JOB APPLICANT PRIVACY POLICY

Click [here](#) to download or print a copy of this Job Applicant Privacy Policy.

INTRODUCTION AND SCOPE

BeiGene is committed to respecting and protecting the privacy of your personal information. “Personal information” is information related to you that can potentially be linked back to you.

The **data controllers of your personal information** (i.e. the entities that determine how and why your personal information is used) under this Privacy Policy are:

- BeiGene, Ltd., for the purposes of managing the global BeiGene Career portal, and
- The specific BeiGene entity that you are applying to, and you will receive its name as part of the job description or related information.

If you have questions or complaints and want to reach the data controller or its data protection officer, please see the “**Exercising your rights**” section below.

This Job Applicant Privacy Policy is for individuals who give their personal information to BeiGene, Ltd. and/or its subsidiary companies (“**BeiGene**”, “**we**”, “**us**”, “**our**”) when applying for jobs (“**job applicants**”).

It explains how we use your personal information and how you can use your rights.

As you read this Privacy Policy, please keep in mind the following important information about how this Privacy Policy applies:

1. **Some parts of this Privacy Policy may not be applicable to you** based on where you live or the type of personal information we maintain about you.
2. **In certain circumstances, other privacy policies or notices may add to or replace this one.** If that happens, the other policy or notice will be the one that applies to how your personal information is handled.
3. Our websites, web portals, mobile applications, or other digital services (together, our “**websites**”) may contain links to websites that we do not run, control, or endorse. When you go to those websites, we are not responsible for the protection and privacy of any information you provide. **We suggest reading their privacy policies and reaching out to them directly for information about their privacy practices.**

Information about children

Our websites are not meant for individuals under the age of 16 years old (“children”). We do not knowingly collect personal information directly from children through our websites, so if you are a child, please **do not use our websites or provide any information to us through our websites or otherwise**, unless we have first obtained a parent or guardian’s consent, where applicable.

CHANGES TO THIS PRIVACY POLICY

We aim to regularly update this Privacy Policy to reflect our practices. Therefore, **we recommend periodically reviewing this Privacy Policy**. In case of material changes, we may take steps to notify you before they become effective.

Effective date of last update: 10 November 2023.

CATEGORIES OF PERSONAL INFORMATION PROCESSED BY BEIGENE

We may collect and use your personal information during various stages of the BeiGene recruitment process. Depending on how you have engaged with BeiGene, we may have collected and managed any of the following types of personal information about you:

Categories	Examples
Identification information	First name, last name, initials, date of birth, photographs, proof of identity (e.g., identity card, driver’s license, passport), government identifier, National Insurance number or language abilities.
Contact details	Email address, postal address, or phone number, including those of your emergency contact, where applicable.
Professional information and background checks	Job title, employment status, educational information, professional qualifications and licenses, work experience and professional affiliations, references or other people familiar with you, publications, awards and any other information you provide in your resume, CV or cover letter. If required or permitted by applicable law or with your consent, we may conduct a background check which may involve accessing further information about your employment and educational history as well as any criminal record information.

Information related to your exchanges with BeiGene	Date and subject of your requests or exchanges with BeiGene’s employees and other workers or consultants
Diversity Reporting Data	Demographic data (e.g., race/ethnicity, national origin, gender and sex, information on your disability status, your socioeconomic background, your religion and veteran status) for the purposes of equal opportunity compliance. Race and ethnicity are collected on a voluntary basis and only in the United States.
Financial Information	Where required, bank account details, National Insurance number (or similar), tax status, compensation, pension and benefits information
Internet or other electronic network activity information	<p>Used for the proper functioning of our websites and their services, as well as internal business analytics purposes such as audience measurement, we may collect and use your:</p> <p>IP address, device type, browser type, language, browsing history, information about your interaction with our websites and their services.</p> <p>For more information on the cookies and other data collection technologies, please read the Cookies Policy applicable to the website you are accessing.</p>
Other	<p>Information from your public social media profile if you have one, as well as any other personal information you share voluntarily during the application process.</p> <p>We may also process information related to your use of our networks, and our devices such as BeiGene Wi-Fi and information from security cameras if are present in the locations you visit.</p>

Certain information (such as health information) **may be considered more sensitive** under applicable laws. We do not routinely collect or otherwise use this information, but where we do, we will:

- only collect this information when needed;
- take appropriate measures to protect and process your sensitive personal information; and,
- provide notices and/or obtain your explicit consent prior to processing your sensitive personal information where required by applicable laws.

SOURCES OF INFORMATION

We usually get your personal information **directly from you**, e.g., when you contact us, fill out a form, buy our products, provide services to us, register an account or ask for marketing materials and information.

Sometimes, we may obtain personal information about you from **other sources**, such as where you have instructed a third party to send information to us, or where we have an arrangement with our research partners, collaborators and service providers.

If you use our websites, we may collect information from your computer or other device through our use of cookies and other data collection technologies. For more information, please see our Cookies Policy.

WHY WE PROCESS YOUR PERSONAL INFORMATION

How we handle your personal information depends on why we collected it, e.g., it is determined by your interactions with BeiGene, applicable laws and our own procedures and requirements, as outlined below:

Purposes	Examples of use of your personal data	Legal bases
Managing your job application	<ul style="list-style-type: none"> to review your job application to contact you to schedule an interview if you accept a job, to handle the onboarding process 	To take steps prior to entering into a contract (with your consent , if required by applicable law)
Pre-employment screening and background checks	<ul style="list-style-type: none"> verify your background, references and information provided during the recruitment process. This could involve accessing more information about your employment and educational history as well as criminal record information as permitted by law. during the pre-contract stage of our recruitment process to prepare an offer and other documents 	To take steps prior to entering into a contract; - or - Legitimate interest of BeiGene in screening its application pool
Including you in BeiGene’s talent pool	<ul style="list-style-type: none"> to identify candidates (internally or externally) to consider you for current or future opportunities within BeiGene to inform you about opportunities or request updates to your profile 	Legitimate interest of BeiGene in feeding its talent pool (with your consent , if required by applicable law)

<p>Improving our recruitment process and websites</p>	<ul style="list-style-type: none"> • to evaluate and improve our recruitment process and websites, e.g., seeing which pages are popular and used, email notifications are opened, traffic levels on the websites and other usage data, as well as the effectiveness of our job postings • to take steps designed to protect and enhance the security of the websites 	<p>Legitimate interest of BeiGene to improve its websites and recruitment process</p>
<p>Pre-litigation or litigation management</p>	<ul style="list-style-type: none"> • to take action against any identified breach • to manage any dispute or litigation 	<p>Legitimate interest of BeiGene in defending its rights and interests</p>
<p>Compliance with legal and regulatory obligations</p>	<ul style="list-style-type: none"> • to comply with the law and regulatory obligations • to process your requests to exercise your rights 	<p>Legal and regulatory obligations to which BeiGene is subject</p>
<p>Other</p>	<ul style="list-style-type: none"> • for other business purposes such as payment processing and accounting, product development, safeguarding BeiGene property, contract management, archiving, website administration, fulfillment, analytics, fraud prevention and corporate governance, the potential sale or merger of some or all of the company, reporting and legal compliance, or as necessary to defend against potential legal claims. 	<p>Legitimate interest of BeiGene – or – Legal and regulatory obligations to which BeiGene is subject</p>

Profiling and/or Automated Decision-Making

"Profiling" means analysing someone's interests, habits, behaviours and other characteristics to predict or make decisions about them. "Automated decision-making" is when a computer program, automated system or algorithm makes that prediction or decision. For example, in order to assess your suitability for a role at BeiGene, we may check the validity of your professional qualifications, perform background checks, or complete other due diligence on you,

and manually compare this against our requirements. However, no profiling, prediction or decision is made through fully automated means without human review.

HOW LONG WE RETAIN YOUR PERSONAL INFORMATION

We keep your personal information for **as long as it is necessary** for the reasons explained in this Privacy Policy. Sometimes, we keep it for longer to comply with our legal obligations. To decide how long we keep it for, we consider the amount, type and sensitivity of the information, the potential risk of harm from unauthorized use or disclosure of the information, why we need it, if we can do the same without it and all applicable global legal, regulatory, and compliance requirements.

We keep the information you give us when you apply for a job. We might use it later if you apply for another job, if we consider you in the future for other job openings, or if we hire you. If you want us to delete your information, email us at privacy@beigene.com. We will also keep a record of your deletion request, for as long as is necessary. Sometimes, we have to keep some job application information if required by applicable law or to defend our legal rights.

We will also keep your personal information for:

- **The relevant period in the statute of limitations**, if needed for **evidence purposes**;
- **Complying with periods set by law**, e.g. in relation to commercial, legal, compliance and regulatory matters

WHERE WE PROCESS YOUR INFORMATION AND HOW WE PROTECT IT

BeiGene operates in many countries around the world and your personal information may be accessible to or shared within the BeiGene group and with third parties in different countries as explained in the **SHARING YOUR PERSONAL INFORMATION** section of this Privacy Policy. The laws in certain countries may not provide the same level of protection as the laws in your country or region. When that is the case and as required by applicable laws, we take steps to make sure your information stays safe e.g., entering into contracts with recipients of your information or implementing additional data safeguards.

Whilst we do our best to protect your information, we cannot guarantee its absolute security. Be vigilant in deciding what information you share with us when you send information online.

SHARING YOUR PERSONAL INFORMATION

We may share your personal information within the BeiGene group and with the third parties described below. What we share, why we share it and the safeguards we implement depend on who these third parties are and where they are located. **We do not, however, sell the personal information that we collect.**

Recipients	Purposes
<p>Companies of the BeiGene group (BeiGene, Ltd. and/or its subsidiary companies) and its employees (e.g., recruiting/HR departments, department and roles responsible for evaluating and/or managing the position for which you are applying, IT department)</p>	<p>We may share your personal information within the BeiGene Group for our global recruitment process, depending on the identity and location of the evaluators and of the recruiting entity, as well as the administrative, operational and technical purposes in the context of our worldwide activities.</p>
<p>BeiGene service providers (external recruiters, background checks providers, etc.)</p>	<p>We use service providers to assist BeiGene with its global administrative, operational and/or technical purposes in the context of BeiGene business activities.</p>
<p>BeiGene technology and security providers (software hosting providers, IT service providers, etc.)</p>	<p>We use technology and security providers to assist BeiGene with its technology and security operations, and other administrative, operational and/or technical purposes in the context of BeiGene business activities.</p>
<p>Administrative, regulatory or judiciary authorities or agencies and other third parties</p>	<p>We may receive requests for the disclosure of personal data from administrative, regulatory or judiciary authorities or agencies and other third parties. We will share personal data to comply with any legal or regulatory obligation and/or in the cases of an express and justified request or in case of an alleged violation of legal or regulatory provisions.</p>
<p>Advisors (such as outside auditors, attorneys and similar parties)</p>	<p>We may use advisors to assist with management of possible disputes and other legal matters where appropriate.</p>
<p>Other third parties</p>	<p>If there is a major change in how BeiGene is structured, e.g., a merger, transfer, sale of assets of BeiGene or bankruptcy, your personal data might be transferred to others as part of the deal subject to your consent, if applicable.</p>

YOUR CHOICES AND RIGHTS

You have the choice not to give us your personal information; however, that might mean you cannot maintain your relationship or interactions with us or use certain services, e.g. your application for employment with BeiGene may not progress.

Under certain laws such as the General Data Protection Regulation (GDPR), California Consumer Privacy Act of 2018 (CCPA), California Privacy Rights Act of 2020 (CPRA) or China's Cybersecurity Law (including its implementing regulations and national standards), you may have the following rights with respect to your personal information:

- *Right of access.* You can ask us for clear, transparent and understandable information on how we handle your personal information, including information on where and who we share it with, and request copies of it.
- *Right to rectification.* You can ask us to rectify information you think is obsolete or inaccurate and/or request that it be completed if incomplete.
- *Right to deletion.* You can also request we delete your personal information in certain circumstances.
- *Right to withdraw your consent.* If we process your personal information based on your consent, you have the right to withdraw your consent, and it will not affect the lawfulness of what we did before.
- *Right to opt out of future communications.* You can choose to opt out of (unsubscribe from) certain future communications.
- *Right to data portability.* You may have the right to ask that we transfer the information provided to us from one organization to another or give it to you.

For example, you may request to have your job application profile deleted from our systems or may withdraw your consent to receive communications about future job openings.

Depending on where you live and where the BeiGene office handling your personal information is located, you may have additional rights related to your personal information. For further information, please see the relevant state-specific section.

Exercising your rights.

If you want to exercise your rights, you can email us at privacy@beigene.com.

We will respond to your requests within the time period prescribed by applicable laws. Sometimes, we might need to confirm your identity to make sure it is really you asking and to keep your information safe. We will let you know: (i) when your request is completed, (ii) if we deny your request (because, for example, an exemption applies), or (iii) if there is a fee associated with processing your request.

You can choose someone to act on your behalf, but we will also need to check their identity and make sure they have permission to act on your behalf. If we cannot verify them, we might not be able to fulfil the request.

Complaints

If you believe that BeiGene has mishandled your personal information or has breached your rights, you may have the right to contact your local data protection authority to file a complaint. But you can also let us know by sending an email to privacy@beigene.com. We take your concerns seriously.

We will not discriminate against you for exercising any data subject right you have under the law.

OUR COOKIE POLICY

Cookies, pixel tags, and other trackers (hereinafter “**Cookies**”) are small files that websites and applications use to store or retrieve information on your browser or your device (computer, tablet, mobile, etc.) when visiting our online services. They help websites remember your preferences and improve your browsing experience.

When you visit our websites for the first time (or after deleting Cookies), we will ask for your permission to use cookies. You may choose to accept all Cookies, select specific types of Cookies, or reject all Cookies (other than necessary Cookies). Cookies do not identify you personally; they identify the device you are using. They help us understand your browsing activities in order to recognize the device later on in order to improve the browsing experience, save your preferences and make your online experience better.

If you want to learn more about cookies and see which ones are on your device, you can visit websites e.g., www.aboutcookies.org or www.allaboutcookies.org

The exact cookies we use varies depending on the website or application you are viewing/using. We may use the following types of cookies:

- **Strictly Necessary Cookies**: These cookies make sure our websites work properly. They help with security, make browsing easier and display webpages correctly. You may disable these in your browser settings, but it might affect some website functions. You will still be able to navigate the websites, though.
- **Performance Cookies**: These cookies help us understand how visitors use our websites to improve them. They collect information about things like the number of visitors, where they came from and which pages they visited.
- **Social Media Cookies**: These cookies allow you to interact with social plugins on our websites and share content on social networks; and
- **Targeting (Advertising) Cookies**: These cookies help us show you specific advertisements, measure how effective the ads are and tailor content to your interests and browsing behaviour. Such Cookies may track you over time and across websites (such as if you visit our websites multiple times or visit multiple BeiGene websites).

In addition to choosing your own Cookies, most web browsers let you control Cookies through the browser settings. You can usually delete existing cookies and even set your browser to reject all cookies by default. Check your browser's home page for instructions. If you reject all Cookies, you may still use our websites but some features might not work properly.

While most Cookies do not log your Internet Protocol (IP) address (a number that identifies your computer by your Internet Service Provider), certain Cookies use this information to do a general geolocation check to ensure, for example, that you are directed to the version of the website that applies to your location. Additionally, our systems need your IP address in order to route information (such as the images on the website) back to you. We may also use IP addresses to communicate with or block visitors who fail to comply with our [Terms of Use](#).

For targeted (advertising) cookies, we respond to "Do Not Track" signals from your browser. You can learn more about "Do Not Track" signals, here: <https://allaboutdnt.com/>.

CONTACTING US

If you have questions or concerns about this Privacy Policy or how we do things, do not hesitate to reach out to us by emailing privacy@beigene.com.

We will endeavor to respond to your request as soon as reasonably possible in compliance with applicable laws.

To keep your information safe, we will check your identity before granting access or making changes. Keep in mind that even if we remove or change your information, there may be residual information in our records.

We are committed to being accessible to everyone including those with disabilities. If you need this document in a different format, please contact us at privacy@beigene.com