

Recruitment Privacy Policy

This Policy was last updated on March 22, 2023.

Telix is committed to respecting the privacy and protecting the personal data of all individuals it deals with. This Recruitment Privacy Policy (“**Policy**”) describes how Telix Pharmaceuticals Limited, and its affiliated companies worldwide (together referred to as “**Telix**”), collects and processes your personal data in connection with its recruitment activities.

This Policy only applies to the processing of personal data of job applicants, potential candidates for employment and current employees applying for another position within Telix.

1 Who is the data controller?

The responsible entity for the processing of your personal data in relation to our recruitment processes is the Telix entity which is offering the role that you wish to apply for. You can find an overview of all Telix entities and offices on our website: <https://telixpharma.com/contact/>

Should you have any questions or comments about this Policy, you may contact us as set forth in the “How to contact us?” section below.

2 What personal data do we collect about you?

When you apply for a job at Telix, we collect and process the following categories of personal data, only to the extent that we deem it relevant for the assessment of your application.

- **Contact information:** Your name, email address, postal address, phone number, city, country of residence.
- **Personal details:** Personal data on your CV, resume, cover letter or other material you submit to us in support of your application, such as your gender, date of birth, academic qualifications, work experience, languages spoken, salary and job expectations, information about your work permit or visa status, and any other information you choose to share with us (for instance, a photograph).
- **Interview notes:** If you attend an interview (online or in person), we will likely keep notes about the conversation you had with our recruiters. We can also take notes of our interactions and correspondence with you (specifically our emails with you and the notes we make in relation to our telephone conversations, meetings or other interactions with you). We only take notes of the information that is relevant for our assessment of whether we should offer you a position or not.
- **Test results:** If you are asked to have your skills or personality profile assessed or to complete any other selection tests as part of the screening process, we collect information associated with such assessments.
- **Physical access information:** If you visit our premises, we may generate data in connection with your attendance through our building access control systems and CCTV cameras, to the extent permitted by applicable laws.
- **Financial details:** In certain circumstances we might want to reimburse you for any costs created by you during the recruitment process. To process such reimbursement, we require limited financial details from you, such as your bank account number.
- **Reference and background checks:** Depending on your location, and only where permitted under applicable law, we gather feedback from people whom you know and collect information through background checks, including criminal records (if applicable).
- **Publicly available information:** In some cases, we will seek out relevant available information on the internet, including social media (such as LinkedIn).
- **Technical data:** We automatically collect certain information from you when you use our Careers page, including IP address or other unique device identifiers, and information collected by cookies on your usage of our website. For more information, please see our Cookie Policy.

We may also collect and process the following “special categories” of more sensitive personal data:

- **Health information:** If you choose to disclose such data, we will use information about your medical condition and/or disability status to make any reasonable adjustments during the recruitment process and to ensure your health and safety.
- **Diversity, Equity and Inclusion information:** Depending on the location of the job that you are applying for and/or the country you are applying from, and only to the extent permitted by applicable laws, you may in addition be asked to provide other sensitive information as part of your application, such as your gender, age, ethnicity, nationality, citizenship, etc. These questions are intended to help us make sure our hiring process is inclusive and fair for everyone.

If you fail to provide certain information when requested, we may not be able to process your application successfully (where the information is necessary for us to consider your application) or enter into a contract with you, or we may be prevented from complying with our legal obligations.

3 How do we obtain your personal data?

We collect most of the information from you directly, such as when you submit a job application, when you correspond with us or when we conduct an interview or skills assessment.

We may supplement the information that you provide to us with information that we receive later on from third parties, including former employers, referrals, headhunters or recruitment agencies and background check providers.

We may sometimes collect additional information from publicly available online sources, such as from social platforms you have joined.

4 Why and how do we use your personal data?

We collect and process your personal data for a number of purposes and where we have a legal basis to do so, as follows:

Recruitment purposes:

- **To administer your job application.** Processing data from candidates primarily allows us to manage the recruitment process, make an honest evaluation of your suitability for the role you are applying for, and ultimately select the best possible candidate. This includes assessing your skills and qualifications and keeping records related to our hiring processes. This also includes communicating with you throughout the recruitment process. For example, we may respond to your requests, update you on the status of your application, or invite you for recruitment activities such as an interview or additional assessment rounds. If you are offered a job at Telix and you have accepted the offer, your information will also be used to create an employment record and prepare your employment agreement. It is necessary for us to process your information for these purposes in order to take steps at your request with a view to entering into a contract of employment.
- **To inform you about new suitable vacancies.** If you send us an open application or if we are unable to offer you a position at the current time, we may ask you to consent for our continued retention of your personal data in our Talent Pool following the end of the recruitment process. If you have done so, we will send you updates on fresh job openings for which you could be a fitting candidate. We process your information for this purpose based on your consent. You may at any time withdraw your consent and request us to delete your personal data. For this purpose, please contact privacy@telixpharma.com.
- **To ask you about your experience within the recruitment process.** We may offer you the option to participate in a survey about your satisfaction with the application process. The information provided in the survey will be processed for internal purposes (e.g., to evaluate and improve our recruitment processes). The processing is based on your consent. The data will be aggregately processed, so that the data cannot be traced back to you.

Regulatory compliance and safety purposes:

- **To verify your information and conduct pre-employment background checks.** Only where permitted under the local laws of the territory where the job position is based, and where appropriate given the nature of the role, we may verify the details you have supplied (for example, in relation to your identity, employment history, academic qualification and professional credentials) and undertake checks to seek assurance as to your trustworthiness, integrity and reliability (for example, in relation to previous criminal convictions or financial standing). The level of checks will depend on your location and on your role, in particular whether you will occupy a regulated function, and will be conducted at as late a stage as is practicable in the hiring process and often only after you have been selected for the position. You must successfully complete pre-employment checks to progress to a final offer. It is necessary for us to process your information for these purposes in order to comply with legal obligations to which we are subject or to pursue our legitimate interests in hiring appropriate staff.
- **To monitor equal opportunities and diversity.** As part of our commitment to create an inclusive and diverse work environment, and only where and to the extent permitted by applicable laws, we may ask you to provide certain demographic data for statistical analysis. You are only required to answer the questions marked as mandatory in order for your application to be processed, while other questions that are not marked as mandatory may be answered on a voluntary basis and your election not to answer such voluntary questions will not affect your chances in the application process. Any information provided is aggregated and not retained in a manner which identifies a specific individual. We do not store any such data with your records. We process your information for this purpose based on your consent.
- **To maintain the security of our premises and systems.** We record and keep evidence of the dates and times visitors (including job applicants) enter and leave our offices, through access control systems. Images of you may also be captured on CCTV systems that are in operation inside and/or outside of our buildings. It is necessary for us to process your information for these purposes in order to meet our legitimate interests relating to managing access and ensuring the prevention and investigation of any incident.

Other purposes:

- **To repay approved expenses incurred as part of our recruitment processes.** We may use your personal data where it is necessary to reimburse you for expenses related to travel, lodging and other approved expenses.
- **To manage litigation and other legal disputes and inquiries.** Furthermore, we may process personal data about you where this is necessary to respond to and defend ourselves against legal claims arising from the application process that are brought against us. It is necessary for us to process your information for these purposes in order to meet our legitimate interests relating to the defense of our rights.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you prior to processing and we will explain the legal basis which allows us to do so.

5 How long do we keep your personal data?

Your personal data will be retained as long as it is necessary to evaluate your application for employment.

If you are offered and accept employment with Telix, the information collected during the recruitment process will become part of your employee record. More information can be found in the privacy notice for employees that we will provide to you on acceptance of the job.

If your application is unsuccessful (or if you withdraw from the recruitment process or decline our offer), we will store your data for a period of two (2) years after you have been rejected from, withdrawn from or declined applications.

After this two-years period, any identifiable data will be aggregated, so your application data can no longer be associated with you. We do this for reporting purposes only, to help us better understand, analyze and improve our recruitment process.

This does not apply if mandatory statutory provisions and/or requirements from authorities or courts oppose such deletion, or if you have explicitly consented to your inclusion in the Talent Pool. In the latter case, we will store your data until you revoke your consent, but for no longer than three (3) years. After this period, we may ask for your consent again to retain your data for another extended period of time.

6 Who has access to your personal data?

Your information may be shared internally within Telix for the purposes of the recruitment process. This includes members of the People & Culture team, interviewers involved in the recruitment process, and managers in the business area(s) relevant to your application. In addition, your personal data may be accessed, where necessary, by our IT staff (e.g., to maintain our HR software). This may result in your information being transferred to one or more of our offices and affiliates worldwide.

We may also share your personal data with certain trusted third parties, including:

1. **Service providers and contractors.** We disclose your personal data to vendors, consultants and other service providers who assist us in our recruiting efforts and in meeting our business needs and legal obligations pertaining to job applicants, subject to written contracts as required by applicable law. This includes providers of human resource consulting and outsourcing services, recruitment agencies and headhunting firms, IT services providers, background checks providers, and any other entity providing services to Telix. For operating our applications portal and managing your application, we use the technical solution “Greenhouse” from the company Greenhouse Software, Inc., 18 W 18th Street, 11th Floor, New York, NY 10011, USA. The data provided by you are stored and processed on our behalf by Greenhouse, on servers in the United States. Accordingly, if you are located outside of the United States, your personal data will be transferred to the United States once you submit it. Further information on Greenhouse is available at: <https://www.greenhouse.io/>.
2. **Law firms or other advisors.** We may disclose your personal data to the lawyers or legal consultants helping us to exercise, establish, or defend our legal rights.
3. **Government or administrative agencies.** In the event of a legal obligation, we reserve the right to disclose information about you if we are required to surrender it to competent authorities or law enforcement bodies.
4. **Potential purchasers.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, acquisition, dissolution, corporate reorganization, or similar event affecting the Telix group of companies.

We take care to limit access to your personal data to only those who need access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. We entered into contracts with our processors, who are required to keep your personal data confidential and who may not use it other than as we ask them to and always in accordance with this Policy.

Where personal data is disclosed to third parties, appropriate safeguards are implemented to ensure that the data is processed legitimately and protected appropriately. We only permit them to process your personal data for specified purposes and in accordance with our instructions. When providing data to third parties worldwide, Telix ensures appropriate safeguards are in place, in accordance with Section 8.

7 How do we protect your personal data?

We take the safeguarding of your information very seriously. Telix takes all steps reasonably necessary to ensure that there are appropriate technical and organizational security measures in place to safeguard your personal data.

8 Which countries do we transfer your personal data to?

Due to the international nature of our business, your data might be transmitted to any country in which our affiliates or the trusted third parties identified in Section 6 are located.

When transferring your data to recipients who are located outside of the country where the role you are applying to is based, we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Policy. We will also ensure that appropriate safeguards are in place.

If you are located in the EEA, in the UK or in Switzerland: We may transfer your data to and store it in third countries which do not offer an equivalent level of protection to your country. Such transfers will be made subject to appropriate legal safeguards, including under European Commission and/or UK approved Standard Contractual Clauses (SCCs), or by relying on other data transfer mechanisms which may be available under applicable data protection laws.

9 What are your rights regarding your personal data?

Subject to applicable data protection laws, you may have certain rights regarding the information we hold about you. Telix supports the exercise of these rights.

If you are located in Australia or in the United States: You have the right to request access to your personal data and have incorrect or incomplete personal data rectified.

If you are located in the EEA, in the UK or in Switzerland: You have the right to request access to your personal data, to have it rectified or erased, to object to its processing or have it restricted. You may also have the right to receive a copy of your personal data, to have your personal data sent to another party (portability) and/or the right not to be subject to any decision that significantly affects you and is taken solely by automated processing, including profiling.

We will process all requests in a timely manner in line with applicable laws. You should make such requests in writing to privacy@telixpharma.com. We may ask you for additional information to confirm your identity before actioning your request.

In certain instances, local data protection and privacy laws may allow us to legitimately and properly refuse your requests (for instance, to protect the rights of third parties or if you have asked us to delete information which we are required by law or have compelling legitimate interests to keep).

You have no obligation to provide your personal data during the recruitment process. However, if you do not provide the information or if you request us to delete it, we may not be able to process your application.

If you have any concerns, or if you believe that your data protection or privacy rights have been infringed, you may lodge a complaint with your relevant supervisory authority or other public body with responsibility for enforcing data protection and privacy laws.

10 How to contact us?

Telix welcomes any questions or comments you may have regarding this Policy or its implementation. Any such questions, comments or requests should be submitted to privacy@telixpharma.com or by regular mail to:

Telix International PTY Limited
Suite 401 55 Flemington Road
North Melbourne, VIC 3051
Australia
Attention: General Counsel

11 Changes

We may update this Policy from time to time. Any changes we make to this Policy in the future will be posted on this page with a revised effective date. If we make any substantial updates while you're being involved in a recruitment process, you will be notified by email.