

PRIVACY NOTICE
FOR DATA PROCESSING WITHIN THE SCOPE OF WHISTLEBLOWING PROCEDURE

Last updated: December 1, 2023

1. THE PURPOSE OF THIS NOTICE, THE CONTROLLER AND THE DATA SUBJECTS CONCERNED

The purpose of this notice (hereinafter: **“Notice”**) is to present how **MSD Pharma Hungary Kft.** (registered seat: H-1095 Budapest, Lechner Ödön fasor 10/B.; Company Registration No.: 01-09-903998; website: www.msd.hu; hereinafter: **“MSD”** or **“Company”**, the controller with respect to reporting activities carried out in relation to and/or within the scope of the Company’s operation) processes personal data related to the reporting procedure carried out in accordance with the MSD Hungary Whistleblowing Policy (hereinafter: **“Whistleblowing Policy”**) and how MSD ensures the safety of such personal data.

The scope of the Notice covers all data subjects concerned within the scope of reporting under the Whistleblowing Policy, including especially those raising a concern, those subject to a concern, the Whistleblowing Team, facilitators and witnesses and (hereinafter jointly as: **“Data Subjects”**).

Capitalized terms used in this Notice and not defined herein shall have the same meaning as provided for in the Whistleblowing Policy.

2. WHAT IS PERSONAL DATA?

a) Personal data

Any and all information that refers to an identified or identifiable natural person (i.e., a human being – or **“data subject”** as used by the law) shall be considered personal data. A natural person is identifiable if that person can unambiguously be identified directly, or indirectly, i.e., especially on the basis of an identifier such as a name, number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, intellectual, economic, cultural or social identity of that natural person. In case of reports made anonymously, the person raising the concern will not qualify as a Data Subject (unless and until his/her anonymity is compromised in any manner), however please note that the Company shall not be obliged to investigate anonymous reports in accordance with the Whistleblowing Policy.

b) Special categories of personal data

Special categories of personal data are personal data revealing the racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, furthermore genetic data or biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

3. LEGAL BACKGROUND OF DATA PROCESSING

MSD is committed to being fully compliant with the provisions of the prevailing national and European laws and regulations – especially Act XXV of 2023 on Complaints and Public Interest Disclosures (hereinafter: **“Whistleblowing Act”**), the General Data Protection Regulation No. (EU) 2016/679 (hereinafter: **“GDPR”**) and the Labor Code (hereinafter: **“Labor Code”**) when processing the personal data related to any report.

4. WHAT IS THE PURPOSE OF DATA PROCESSING PERFORMED BY MSD?

MSD processes personal data within the scope of data processing carried out under the Whistleblowing Policy to be able to investigate and verify reports of a Potential Misconduct and remedy or eliminate the conduct subject to the report (if applicable).

5. LEGAL GROUNDS OF DATA PROCESSING

Taking into account that MSD is obliged to establish and operate an internal whistleblowing system in accordance with Section 18(1) of the Whistleblowing Act, the legal grounds of data processing within such scope is **compliance with legal obligations to which the Company is subject**, in accordance with Article 6(1)c) of the GDPR. Processing of any special categories of personal data shall furthermore be based on Articles 9(2)f) and g), as applicable.

6. WHAT PERSONAL DATA ARE PROCESSED BY MSD?

The categories of the personal data processed by MSD in relation to data processing carried out under the Whistleblowing Policy shall primarily be the following:

- a) natural identifiers of persons making a report and other Data Subjects;
- b) contact data of persons making a report and other Data Subjects;
- c) any other personal data included in the report pertaining to any Data Subject;
- d) special categories of personal data, if applicable;
- e) data relating to criminal convictions and offences, if applicable.

Personal data of Data Subjects may be processed to the extent absolutely necessary for the investigation of the report solely for the purpose of investigating the report and for remedying or eliminating the conduct that is the subject of the report. Personal data that does not comply with this requirement shall be deleted immediately from the data processed within the framework of the Whistleblowing Policy.

7. HOW LONG ARE PERSONAL DATA RELATED TO ANY REPORT PROCESSED BY MSD?

Your personal data will be stored by MSD exclusively until it is necessary to complete the given processing purpose, i.e. to investigate and verify any report within the scope of the Whistleblowing Policy. The possible duration of such an investigation is regulated in the Whistleblowing Policy. Personal data that is not absolutely necessary for the investigation of the report and/or remedying or eliminating the conduct subject to the report shall be deleted immediately. If any other procedure is initiated based on a report, the retention period of data shall depend on the specific rules pertaining to that procedure.

In case the investigation of the report was concluded and found not to require any further action, the details of the report and the investigation shall be deleted following sixty (60) days from the closing of the investigation. Please note however that minimal data, including certain personal data required for archiving in order to identify future, possible duplications of reports may be kept for a longer period, up to a maximum of five (5) years upon the closing of the investigation.

Otherwise detailed information pertaining to the retention period of personal data and documents is included in the **Record Management SOP** of MSD, which can be accessed by MSD employees directly on the Company intranet. Other Data Subjects may request further information and a relevant excerpt form such rules by contacting MSD through the below contact data and/or the contact data provided for in the Whistleblowing Policy.

8. DOES MSD USE DATA PROCESSORS TO PROCESS PERSONAL DATA?

In the course of data processing in accordance with this Notice, MSD engages the following data processors to assist the execution of certain data processing activities:

NAME OF DATA PROCESSOR	DATA PROCESSING ACTIVITY PERFORMED BY THE DATA PROCESSOR
JOL-ML BT. (registered seat: H-2030 Érd, Somfa utca 7.; company registration No.: 13-06-035111)	Operating certain IT systems of MSD and providing other IT services (development, hosting).
Iron Mountain Lungary Ltd. (registered seat: H-1093 Budapest, Czuczor utca 10. IV. and V; company registration No.: 01-09-364901)	Archiving, data storage and digitalization services.

MSD reserves the right to change or extend the list of data processors included in this Notice if necessary; however, you can request the Company any time to provide you with information on the name and contact details of the data processors it engages. MSD undertakes to ensure that the data processors it engages fully comply with the Company’s instructions and with the applicable laws and statutory provisions pertaining either to data protection or other issues within the scope of carrying out their data processing activities.

9. ARE PERSONAL DATA TRANSFERRED OUTSIDE HUNGARY?

MSD as member of Merck Sharp & Dohme (MSD) group, may transfer the personal data collected in Hungary – in compliance with the purposes specified in this Notice – to Merck & Co. Inc. (126 East Lincoln Avenue, Pf. 2000 Rahway, NJ 07065, USA), its affiliates and other contractual partners of MSD even to a country outside of the European Economic Area (hereinafter: “EEA”).

If your data is transferred to a country outside of the EEA which is not deemed safe enough by the European Commission (i.e., the data cannot be transferred on the basis of an adequacy decision specified in Article 45 of the GDPR), we will make sure that appropriate safeguards in compliance with the GDPR and effective legal remedies are available for Data Subjects with respect to such data transfers. Upon transferring personal data within the company group from the EEA to the United States of America, MSD applies binding corporate rules in accordance with Article 47 of the GDPR. Merck & Co. Inc. also participates in the Data Privacy Framework Program. In addition to the above, we shall at all times take appropriate contractual and other measures to ensure the protection of personal data when transferring them to our affiliates in other countries or to our external partners.

For further information on transferring data to foreign countries, see our [Global Cross Border Privacy Rules Policy](#).

10. WHO CAN ACCESS THE PERSONAL DATA RELATED TO A REPORT UNDER THE WHISTLEBLOWING POLICY?

The personal data related to a report under the Whistleblowing Policy will be disclosed (in addition to the data processors engaged by us for the given process and the aforementioned cases of data transfer) exclusively to those employees of MSD whose obligation under their job description or other agreement requires them to perform operations on the given personal data (including especially the Whistleblowing Team). The procedure within the scope of the Whistleblowing Policy is designed to prevent access to the personal data of the reporting person who reveals his/her identity, as well as of the person implicated in the report for persons other than those so authorized. Until the conclusion of the investigation or the opening of proceedings for incurring formal liability as a result of the investigation, the persons investigating the report shall be allowed to share information about the content of the report and the person implicated in the report - apart from informing the person implicated in the report - with other organizational units or employees of MSD only to the extent absolutely necessary for conducting the investigation.

In addition to the above, statutory obligations may require MSD to transfer your personal data relating to a report made under the Whistleblowing Policy to certain authorities, government and other organizations, courts, etc. (for example in case of a suspicion of a criminal offence), if the given body is authorized by law to process such data, or the person making the report consented to the transmission of their data. The personal data of the person making the report may not be made public without their consent.

If it is determined beyond doubt that the person making the report provided false data or information in bad faith, and

- a) it gives rise to an indication that a crime or an infraction was committed, the personal data of such person shall be handed over to the body or person entitled to carry out proceedings,
- b) where it is likely that the person making the report caused unlawful damage or other harm to the rights of others, his or her personal data shall be handed over upon request to the body or person entitled to initiate or carry out proceedings.

If the report pertains to a natural person, the personal data of the person making the report may not be disclosed to the person subject to the report upon their request for information in exercising their right to information and access.

11. WHAT RIGHTS DO I HAVE IN CONNECTION WITH THE PROCESSING OF MY PERSONAL DATA?

According to the applicable Hungarian and EU data protection regulations, you have the right to

- receive confirmation / feedback of whether or not your personal data are being processed, and if they are, you are entitled to request access to your personal data. Within such scope you can receive – inter alia – the following **information**: the purposes of processing, the categories of personal data concerned, the recipients or categories of recipients to whom personal data have been or will be disclosed, the duration of data processing, the source of the personal data processed and your right to lodge a complaint with a supervisory authority (see the detailed description of such right in Article 15 of the GDPR). If the report pertains to a natural person, the personal data of the person making the report may not be disclosed to the person subject to the report upon their request for information in exercising their right to information and access;

- request the **rectification** of your inaccurate personal data or have your incomplete personal data **completed** (see the detailed description of such right in [Article 16 of the GDPR](#));
- request the **erasure** of your personal data in cases specified by the GDPR (e.g., if your personal data are no longer necessary in relation to the purposes of data processing) (see the detailed description of such right in [Article 17 of the GDPR](#));
- request the **restriction of the processing** of your personal data in cases specified by the GDPR. You can be entitled to restrict the processing of your personal data if you contest the accuracy of your personal data processed by MSD, or you object to the processing of your personal data or if MSD processes your personal data unlawfully and you request the restriction of processing instead of the erasure of your data. You are also entitled to exercise the right to restrict your data if MSD no longer needs your personal data for the purposes of the processing, but you require them for the establishment, exercise or defense of legal claims. If you have requested the restriction of the processing of your personal data in the above way, the data concerned can only be further processed (beyond their storage) within the narrow scope specified by the GDPR (e.g., if the personal data affected by the restriction are required to exercise legal claims) (see the detailed description of such right in [Article 18 of the GDPR](#));

12. OBJECTION TO THE PROCESSING OF YOUR PERSONAL DATA:

In addition to the rights specified in the previous Section, pursuant to [Article 21 of the GDPR](#), you have the right to object to the processing of your personal data, in cases specified by the GDPR (e.g., if processing is based on the lawful interest of MSD). If you exercise this right, MSD shall no longer process your personal data unless MSD demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims.

13. HOW CAN I EXERCISE MY RIGHTS AND HOW CAN I CONTACT MSD IF I HAVE QUESTIONS REGARDING DATA PROCESSING?

If you want to exercise your above rights or you have any questions or comments regarding this Notice or the data processing performed by us, please contact us via any of the below contact details:

Contact details of MSD as controller:

Name: MSD Pharma Hungary Kft.
Registered seat: H-1095 Budapest, Lechner Ödön fasor 10/B.
Telephone: +36-1-888-5300

Contact details of MSD's data protection officer:

E-mail address: dpohungary@merck.com

MSD strives to reply to your queries or perform your requests concerning privacy as soon as possible, but not later than one (1) month following the receipt of your message. Please note, however, that – if necessary due to the complexity and/or number of your requests – MSD is entitled to extend the above deadline by two (2) additional months on the basis of the GDPR. We shall inform you about the

extension of the deadline within one (1) month following the receipt of your request.

If we find your request not to be grounded and, consequently, MSD cannot perform your request, we shall send you a related notification (also including the details of our refusal) within one (1) month following the receipt of your request.

14. WHAT LEGAL REMEDIES DO I HAVE?

If you believe that MSD (or its data processors) violated your rights in the course of the data processing it carried out, you have the following options:

- contact MSD directly via the contact details specified in the previous Section;
- lodge a complaint with any of the supervisory authorities (e.g., in Hungary with the Hungarian National Authority for Data Protection and Freedom of Information, hereinafter "**NAIH**"). Contact details of NAIH: registered seat: H-1055 Budapest, Falk Miksa utca 9-11.; PO box: 1363 Budapest, Pf.: 9.; Telephone: +36-1-391-1400; e-mail: ugyfelszolgalat@naih.hu;
- initiate an action before court if you believe that MSD or one of its data processors processed your personal data unlawfully. In this case you are entitled to initiate the action – apart from applying the general rules on competence – before the county court having jurisdiction over your home address or place of residence. See the competences and contact details of the courts on the following website: www.birosag.hu.

In order to have your issues and observations relating to data processing resolved in the fastest and most effective way, we advise you to contact us first with any privacy-related queries.

15. DOES MSD ENSURE THE SECURITY OF MY PERSONAL DATA?

If the person making the report provides the necessary details for establishing their identity, this shall be treated confidentially at all stages of the investigation.

MSD will take every reasonable measure to ensure the safety of the personal data relating to any report made within the scope of its Whistleblowing Policy at the highest level possible and will within such scope take every necessary technical and organizational measure and develop the required procedural rules to protect the personal data processed by MSD from unauthorized access, disclosure, alteration and erasure.

In accordance with the above, during the course of the entire process of data processing, MSD:

- has implemented a comprehensive information security program and applies security controls that are proportional to the sensitivity of the information and the risk associated with the given data processing activity;
- takes into account the current technology best practices and the cost of implementation when developing the aforementioned mechanisms; and
- applies the following procedures and the related technical background in order to provide the necessary data security guarantees:
 - ensuring business continuity and data restorability;

- taking appropriate encryption measures and restricting access to data;
- preventing and managing data breaches;
- guaranteeing the security of the online access to the data;
- guaranteeing the security of the physical access to data carriers and other the documents;
- performing continuous risk analysis and risk management related to data processing.

16. HOW CAN I RECEIVE FURTHER INFORMATION ON THE DATA PROCESSING PERFORMED BY THE MSD GROUP?

If you need further information on the data processing performed by us or our company group, please visit the following website: <https://www.msdprivacy.com/hu/hun/index.html>.

17. PRIVACY NOTICE UPDATES

We may amend this Notice – primarily in order to comply with any amended statutory requirements – in the future. The amendments of the privacy Notice shall enter into force when the updated version of the Notice is published on our website.

The date of the last update of this privacy Notice is indicated at the top of the document.