

## PTC Workday Career Site Privacy Notice

*This PTC Workday Career Site Privacy Notice (“Privacy Notice”) was last updated on February 2020.*

PTC Therapeutics, Inc., together with its subsidiaries and affiliates (“PTC”, “us” or “we”), in its capacity as data controller, is processing information about you, that is capable of identifying you, directly or indirectly, as an individual person (“personal data”). As used in this Privacy Notice, “personal data” only applies to the information either submitted as part of the online application and/or through alternative channels (e.g., via professional recruiting firms, for contingent, retained or contracting agency services) and that identifies job applicants and potential candidates for employment with us.

This Privacy Notice aims to provide transparency and describes how we handle and protect your personal data in connection with PTC’s recruiting processes and programs.

This Privacy Notice applies only to personal data of job applicants and potential candidates for employment which we collect through our [Workday Career Site](#) and our optional recruiting programs and events (e.g. career fairs, forums, job posting boards). It does not apply to our employees, contractors or clients, or other personal data that PTC collects for other purposes.

We will process your personal data in accordance with this Privacy Notice, unless such processing conflicts with applicable laws and regulations, in which case, applicable laws and regulations will prevail.

By submitting your personal data to us, you acknowledge that:

- You have read and understood this Privacy Notice and agree to the use of your personal data as set out herein;
- Your personal data may be transferred and processed worldwide, including to countries that may not be deemed to provide the same level of data protection as your home country, for the purposes and in the manner specified in this Privacy Notice;
- You are not required to provide all the requested information to us but failing to do so may result in PTC not being able to continue with your job application;
- All your representations are true and accurate to the best of your knowledge and belief, and you have not omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment with PTC; and
- This Privacy Notice does not form part of any employment contract offered to candidates hired by PTC.

### **Personal data we collect**

The types of personal data that we request from you and how we process it, are determined by the requirements of the country in which the position is located, and not the country in which you reside. Should you apply to more than one location or should the role to which you apply be available in more than one country, the type of personal data requested from you and how we process it are determined by the requirements of all the countries in which the position is located.

We usually collect personal data directly from you when you apply for a role with us, including but not limited to name, address, contact information, work and educational history and other professional qualifications. We also may collect your personal data from third parties, including but not limited to references, prior employers, PTC employees with whom you have interviewed, and employment background check providers, to the extent this is permitted by applicable law. Furthermore, we may also collect and process your personal data from publicly available social media profiles e.g. Facebook, LinkedIn, Indeed, Glassdoor.

Sensitive personal data is a subset of personal data and includes ethnicity, health, trade union membership, philosophical beliefs, sexual orientation, as well as other categories as allowed by applicable law. We will only collect such sensitive personal data about candidates for legitimate business reasons if permitted under applicable laws, or if prior approval from a candidate is provided.

### **Use of your personal data**

We collect and use your personal data for legitimate reasons including but not limited to:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- recordkeeping in relation to recruiting and hiring;
- ensuring compliance with applicable legal requirements, including diversity and inclusion practices;
- conducting criminal background checks, as permitted by applicable law;
- protecting our legal rights to the extent authorized or permitted by law; or
- emergency situations where the health or safety of one or more individuals may be endangered.

PTC also analyze your personal data or aggregated/pseudonymized data to improve our recruitment and hiring process and augment our ability to attract successful candidates.

We may desire to retain your personal data to consider you for future employment opportunities. In such an event, we will seek your consent, either prior to or after you formally apply for a job opportunity, to be part of one of our PTC recruiting programs. These recruiting programs are entirely optional.

If you join a recruiting program, but subsequently wish to withdraw, please contact us at [dataprivacy@ptcbio.com](mailto:dataprivacy@ptcbio.com).

### **Data recipients and international data transfers**

Your personal data may be accessed by recruiters and interviewers working in the country where the position you applied is based, as well as by recruiters and interviewers working in different countries within the PTC global organization, including the United States and Brazil. Individuals performing administrative functions and IT personnel for PTC may also have a limited access, on a “need to know” basis, to your personal data in order to perform their jobs. We have introduced internal mechanisms designed to ensure adequate data protection of your personal data, processed by PTC subsidiaries and affiliates within the PTC global organization, including the transfer of your personal data to countries other than the one in which you reside. Please note that the data protection laws of such third countries may not be equivalent to those in your country.

Please note that we may third party service providers for HR related software systems. We may also share your personal data with third-party service providers that assist us in recruiting talent, administering and evaluating pre-employment screening and testing, improving our recruiting practices.

PTC maintains processes designed to ensure that any processing of personal data by third party service providers is consistent with this Privacy Notice and protects the confidentiality, availability and integrity of your personal data. Where required by law, we put in place legal mechanisms designed to ensure adequate data protection of your personal data. In addition, we may disclose or transfer your personal data in the event of a re-organization, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of our business.

### **Data retention**

If you accept an offer of employment, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific country requirements. If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of time (as indicated below) for administrative purposes, including future employment opportunities:

In respect of:

(1) European Economic Area, including Switzerland (and if Brexit occurs United Kingdom) residents applying and interviewing for positions worldwide; and

(2) Candidates from any other locations, applying and interviewing for positions based in the European Economic Area, including Switzerland (and if Brexit occurs United Kingdom). Information will be kept for a period of 2 years after an application is submitted, in compliance with GDPR and any other applicable laws and regulations.

For all other candidates not mentioned in section (1) or (2) above, PTC will continue to retain personal data for a period of 10 years after an application is submitted, unless candidates request earlier for their information to be forgotten/purged or as required by applicable laws and regulations.

### **Security**

We have implemented generally accepted standards of technical and operational security to protect personal data from loss, misuse, alteration, or destruction. Only authorized personnel of PTC and of our third-party service providers are provided access to personal data, and these employees and third-party service providers are required to treat this information as confidential. Despite these precautions, we cannot guarantee that unauthorized persons will not obtain access to your personal data.

### **Your rights**

We take reasonable steps that are designed to keep your personal data accurate, complete, and up-to-date for the purposes for which it is collected and used. We also have implemented measures that are designed to ensure that our processing of your personal data complies with this Privacy Notice and applicable law.

You may have the right to request access to the personal data that we have collected about you for the purposes of reviewing, modifying, or requesting deletion of the data. You may have the right to request a copy of the personal data we have collected about you.

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact us at [dataprivacy@ptcbio.com](mailto:dataprivacy@ptcbio.com).

To help protect your privacy and security, we will take reasonable steps to verify your identity before granting you access to your personal data. We will make reasonable attempts to promptly investigate, comply with, or otherwise respond to your requests as may be required by applicable law. Depending upon the circumstances and the request, we may not be permitted to provide access to personal data or otherwise fully comply with your request; for example, where producing your information may reveal the identity of someone else. We reserve the right to charge an appropriate fee for complying with your request where allowed by applicable law, and/or to deny your requests where, in the PTC's discretion, they may be unfounded, excessive, or otherwise unacceptable under applicable law.

In addition, and where granted by applicable law, you may have the right to lodge a complaint with a competent data protection authority.

We do not make recruiting or hiring decisions based solely on automated decision-making.

#### **Cookies and other tracking technologies**

We may use cookies and other tracking technologies to provide individuals with a customized online experience. You can learn more about our use of cookies and other tracking technologies reading our [Cookie Privacy Statement](#).

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#### **CONTACT**

If you have any questions about this Privacy Notice or if you require any assistance in navigating or reading the content on PTC sites, please contact us at:

**PTC Therapeutics, Inc.**  
**Data Protection Office**  
100 Corporate Court  
South Plainfield, NJ 07080  
United States  
[dataprivacy@ptcbio.com](mailto:dataprivacy@ptcbio.com)

**PTC reserves the right to modify this Privacy Notice. We will post any changes made to our Privacy Notice on this page. Please check this page regularly to keep up-to-date.**