**Privacy Policy**

The job-application platform is a facility provided by Takeda Pharma Betrieb & Co. KG and Takeda GmbH (hereinafter called the Takeda Group). The protection and legally proper collection, processing and use of your personal details is of major concern to Takeda. In the following paragraphs we would like to inform you about our data-protection rules.

**1. Controller**

The responsible for the collection, processing and use of your personal details under the terms of the German Data Protection Act are Takeda Pharma Vertrieb GmbH & Co. KG and Takeda GmbH at the following sites or premises:

|  |  |  |
| --- | --- | --- |
| Konstanz-Singen office | Oranienburg office | Berlin office |
| Takeda GmbH  Betriebsstätte Singen  Robert-Bosch-Strasse 8  78224 Singen  e-mail: germany.jobs@takeda.com | Takeda GmbH  Betriebsstätte Oranienburg  Lehnitzstrasse 70-98  16515 Oranienburg  e-mail: bewerbung.oranienburg@takeda.com | Takeda Pharma Vertrieb GmbH & Co. KG  Jaegerstrasse 27,  10117 Berlin  e-mail: bewerbung.berlin@takeda.com |

**2. Use of your personal details**

2.1 Personal details

Personal details are all data which describe or characterise an individual. These include, for example, your name, your telephone number, your address, and all job-application data of which you notify us in the course of your application.

2.2 Use of your data

To process your online job application, we collect, process and use your personal details of which you have notified us via the online application form. Apart from the compulsory fields marked with a star, you can decide yourself which details you wish to enter and pass on to us.

Your details will be transmitted directly to the staff in charge at our personnel department and used exclusively for the purposes of the application procedure. No transmission will be made of your details to third parties - except in the course of commissioned data processing- without your explicit consent.

Your details will be transmitted to our personnel department in encrypted form (SSL encryption). We shall also be glad to pass on your application within the Takeda Group to other line managers or to other Takeda companies, should there be job vacancies which your application fits. Please tell us if you do not agree to this.

2.3 Passing on your application to other Takeda companies

Proper technical and organisational measures ensure that your details can only be seen and used by the Takeda company to which you have made your application or to which your application has been passed on.

By ticking the checkbox to confirm that you have read this Privacy Polica, you agree that your application details may be passed on to other Takeda companies. You can revoke this consent at any time by e-mail:

* Konstanz-Singen office: [germany.jobs@takeda.com](mailto:germany.jobs@takeda.com)
* Oranienburg office: [bewerbung.oranienburg@takeda.com](mailto:bewerbung.oranienburg@takeda.com)
* Berlin office: [bewerbung.berlin@takeda.com](mailto:bewerbung.berlin@takeda.com)

2.4 Storage of your details at d.vinci

For our job-application platform we use the service software of d.vinci HR-Systems GmbH (hereinafter called d.vinci), Nagelsweg 37-39, 20097 Hamburg. This means that d.vinci also has access to the data of which you have notified us as part of your job-application process. A commissioned data processing agreement exists between Takeda and d.vinci, so that a guarantee is in place that d.vinci only processes these data in accordance with Takeda’s stipulations. The servers operated by d.vinci are located exclusively in Germany. In addition, d.vinci is certified in accordance with ISO 9001 and ISO 270001.

**3. Log files**

Every time the job-application form is accessed, user data are transmitted by the internet browser concerned and stored in protocol files, so-called server log-files. The data sets so stored contain the following data: date and time of retrieval, name of retrieving site, IP address, referrer URL (origin URL from which you came to the Takeda job-application site), the data volume transmitted, and the product and version information of the browser used.

Your IP address, once this usage has ended, will be deleted or anonymised. If anonymised, your IP address will be changed in such a way that the individual items of information concerning personal or material circumstances can no longer be allocated – or can only be allocated through a disproportionate expenditure of time, cost and work – to a particular or identifiable individual person.

**4. Deletion of your details**

Your details will be automatically deleted six months following conclusion of the application procedure. Moreover you can require us at any time to delete your details by e-mailing:

* Konstanz-Singen office: [germany.jobs@takeda.com](mailto:germany.jobs@takeda.com)
* Oranienburg office: [bewerbung.oranienburg@takeda.com](mailto:bewerbung.oranienburg@takeda.com)
* Berlin office: [bewerbung.berlin@takeda.com](mailto:bewerbung.berlin@takeda.com)

Please note that in this case you will be withdrawing from all current job-application procedures.

**5. Contact**

Under the German Data Protection Act you have *inter alia* a right to be given information free of charge about your personal details and a right in given circumstances of correction, blockage or deletion of details. Please direct your enquiry by e-mail or post, clearly identifying yourself personally, to:

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| --- | --- | --- |
| Konstanz-Singen office | Oranienburg office | Berlin office |
| Takeda GmbH  Betriebsstätte Singen  Robert-Bosch-Strasse 8  78224 Singen  Tel: +49 (0) 7531 84 2108  e-mail: germany.jobs@takeda.com | Takeda GmbH  Betriebsstätte Oranienburg  Lehnitzstrasse 70-98  16515 Oranienburg  e-mail: bewerbung.oranienburg@takeda.com | Takeda Pharma Vertrieb GmbH & Co. KG  Jaegerstrasse 27,  10117 Berlin  e-mail: bewerbung.berlin@takeda.com |