

Privacy Notice for Employment & Workplace-Related Purposes Merck Sharp and Dohme IDEA Middle East

The Purpose of this Notice

This Notice provides a comprehensive overview of the practices of Merck Sharp & Dohme IDEA Middle East and its affiliates (“MSD”, “Company” or “we”) with respect to the collection, use and disclosure of data about employees, their family members, job candidates, former employees, retirees, and other individuals about whom the Company has personal information as a result of the relationships those individuals have or had with the Company, or with employees of the Company, (“you”).

This Notice is not intended to replace other notices or consent requests provided by the Company to current or former employees or others in accordance with national laws and regulations or for specific programs. Such other notices and consent requests should be read in conjunction with this Notice. In the event of any conflict between notices or consents required by local law and this Notice, the notices and consents required by local law will prevail.

Consistent with our tradition of upholding high ethical standards across our business practices, we have demonstrated our commitment to privacy by establishing a global privacy program to support compliance with applicable privacy laws and standards for protecting personal information around the world.

Why We Collect Personal Information

As a global company, we continue to determine that important business efficiencies can be achieved by consolidating information about our employees, family members, and other individuals about whom the company has personal information, as a result of the relationships those individuals have with employees (“HR data”) in centralized databases and systems located at our facilities in the USA or with third parties who host applications for us. The primary company system of record for HR data is Workday. Workday also shares HR data with other systems and databases hosted by or on behalf of our Company; however, Workday and those other systems and databases will only collect, receive, use and share HR data in accordance with and as permitted by applicable laws, our Global Cross Border Privacy Rules Policy, which is available at <https://www.msprivacy.com/us/en/cross-border-privacy-policy-rules.html> (and includes our Binding Corporate Rules), and, where applicable, as authorized by applicable government authorities, in connection with employment-related activities.

The purposes for which we collect, and process HR data include:

- attracting and recruiting job candidates (e.g., job advertisements and postings, CV/resume reviews, applications, selection processes and platforms)
- skills, developmental, and leadership assessments
- organizational design and workforce planning (e.g. headcount planning, restructurings, employee movements, succession planning, terminations)
- budget planning and administration
- compensation, payroll, and benefits planning and administration (e.g., salary, tax withholding, tax equalization, awards, insurance and pension)
- workforce development, talent management, education, training and certification
- background checks

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- performance management
- problem resolution, reports of potential policy violations, internal investigations of such reports, auditing, compliance, risk management and security purposes
- authorizing, granting, administering, monitoring and terminating access to or use of company systems, facilities, records, property and infrastructure
- business travel (e.g., limousines, commercial flights, company aviation services, hotels, rental cars)
- expense management (e.g., corporate card, expense and grant of authority administration, procurement)
- project management and planning of project assignments and resources
- conflict of interest reporting
- employee communications
- flexible work arrangements
- administration of employee enrollment and participation in activities and programs offered to eligible employees (e.g., matching donations to non-profit organizations, political action committee contributions, wellness activities)
- work-related injury and illness reporting
- monitoring and surveillance for industrial hygiene, public health and safety
- response to emergencies (e.g. natural disasters, national security, public health), crisis management and business continuity planning
- legal proceedings, government investigations, and audits including preservation of relevant data
- as required or expressly authorized by laws or regulations applicable to our business globally or by government agencies that oversee our business globally
- to conduct workforce analytics using HR data from sources such as Workday, employee surveys, Microsoft Office tools, and other employee systems. Company workforce analytics are typically performed with individual-level data accessed by a small number of Company HR Analysts who are authorized to perform the analyses for defined objectives. Results of such analyses are provided outside of the HR function using only aggregated, anonymized data and trend summaries. Such analytical objectives include:
 - Deriving insights and trends, reports, and data views of the Company's workforce, management, and sentiment.
 - Gathering employee perspectives through surveys, to support Company leaders in understanding employee engagement and motivation levels and drivers.
 - Researching business and talent strategies, the effectiveness of Company tools and processes, including recruitment, diversity, inclusion, collaboration networks, talent management, development, mentoring, benefits, rewards, performance, and learning.
 - Scaling up of original research into repeatable, operationalized data science solutions to improve and accelerate management and/or HR decisions.
 - Supporting the Company's facilities and workspace strategies (e.g. in-person and remote work) through analyses of badge swipe data and occupancy levels.
- termination and offboarding procedures, such as providing supervisor temporary access to employee files and folders (e.g., OneDrive) on Company-issued devices, for the purposes of planning transition and continuity of work and preventing undue risk to operations.

Depending on the location in which you live, local laws may require that you provide specific consent for the collection, use and disclosure of HR data for some of these purposes. Where required, you may be asked to

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provide your consent by appropriate and permitted means.

What Personal Information We Collect

The types of HR data we collect (directly from you or from public or third-party information sources), use and share depends on the nature of your relationship with the Company and the requirements of applicable laws. Examples of this information, the legal basis for collecting and holding such information, and a description of why it is needed are set out in the following table.

Personal Information Collected	Legal Basis for Holding the Information	Description of Why the Information is Needed
Contact information (e.g., name, home and business addresses, telephone, fax and mobile device numbers, e-mail addresses)	Performance of employment contract	To enable contact and communications between you and your employer
Date of birth	Performance of employment contract	For minimum wage purposes, redundancy calculations, rest break requirements and pension/final salary-related purposes
Terms and conditions of your employment	Legal obligation and Performance of employment contract	To ensure the Company upholds the terms and conditions of your employment contract
Bank account details	Performance of employment contract	To enable payroll
National identity number	Performance of employment contract	To enable payroll, various national insurance and medical plan deductions (where applicable), and enable international assignments and transfers
Passport details	Performance of employment contract	To provide work visa sponsorship/ work permit
Details of periods of sick leave	Compliance with a legal obligation	To enable payment of governmental statutory sick leave, where appropriate
Details of periods of sickness	Performance of employment contract	To enable payment of Company-funded sick leave, where appropriate
Nationality	Compliance with a legal obligation	Confirm eligibility status of employees
Disability status	Assessment of the working capacity of the employee and Legal employment obligation	In order to make reasonable adjustments to support the employee and tracking of diversity and workforce objectives

Effective Date: 1st November 2024

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Personal Information Collected	Legal Basis for Holding the Information	Description of Why the Information is Needed
Diversity data and equal opportunities monitoring information (e.g., religion, gender, health data where legally required, etc.)	Protection of public interest	Tracking of workforce diversity objectives, such as equal opportunities, pay equity, where required
Details of qualifications / skills or employment history, including references from previous employers	Legal employment obligations	To record competencies and qualifications obtained relating to one's job
Records of any reports of potential compliance violations	Legal employment obligations and establishment, exercise or defense of legal claims.	To record any investigations of potential policy violations that have been carried out in relation to the employee (or reported by the employee), and to record agreed outcomes in the employment context. Such investigations are conducted in compliance with Company policies, the Privacy Specification for Reporting Potential Policy Investigations & Investigations of Such Reports and the Compliance Issues Visibility Response ("CIVR") process, which promotes confidentiality, dignity and respect, objectivity, promptness, and non-retaliation.
Investigation records	Legal employment obligations and establishment, exercise or defense of legal claims.	To record any investigations that have been carried out in relation to the employee in the employment context, in compliance with Company policies, the Privacy Specification for Reporting Potential Policy Investigations & Investigations of Such Reports and the Compliance Issues Visibility Response ("CIVR") process, which promotes confidentiality, dignity and respect, objectivity, promptness, and non-retaliation.
Performance management records	Performance of employment contract	To record any performance ratings, reviews, and other performance outcomes and support pay and promotion discussions
Timekeeping and attendance	Legal obligation and Performance of employment contract	Ensure compliance with time recording requirements, where applicable
Home Contact details of next of kin and / or emergency contacts	Protection of employee interests.	To make contact in case of emergency and exchange of important information /documents.

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Personal Information Collected	Legal Basis for Holding the Information	Description of Why the Information is Needed
Monitoring in furtherance of health and safety	Legal employment obligations and Protection of employee interests.	To help monitor the safety of employees and others on-site, where applicable
Contact details and personal data related to the use of IT systems (name, email, ISID, IP address, other online identifiers, etc.)	Performance of employment contract	Administering Company applications, software, and systems to ensure that our systems are secure and are fit for use and in order to ensure the integrity and security of the Company’s IT systems, protect Company assets and persons including employees’ own privacy, certain monitoring will occur to prevent data loss, cyber-attacks or the introduction of malware or spyware. In addition, certain processing of personal information may take place by way of either persistent and/or session cookies in order to enhance the quality and simplify the use of our IT systems.
Personal data related to files and documents stored in company-issued locations and drives, such as OneDrive.	Legal employment obligations and establishment, exercise or defense of legal claims.	To ensure proper business continuity planning of work upon end of employment and prevention of undue disruption of operations. To conduct investigations of potential Company policy violations, in accordance with Company policies, the Privacy Specification for Reporting Potential Policy Investigations & Investigations of Such Reports and the Compliance Issues Visibility Response (“CIVR”) process, which promotes confidentiality, dignity and respect, objectivity, promptness, and non-retaliation.

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How and When Personal Information May be Shared with Our Partners

In the table below, we list the reasons that we typically may share HR data with third parties for employment-related purposes, the reasons that we may share this information, and whether you can limit this sharing. We implement reasonable and appropriate security measures to protect personal information in accordance with its sensitivity from loss, misuse and unauthorized access, disclosure, alteration or destruction.

In addition, where we share HR data with a third party in another jurisdiction, we ensure that the laws of the jurisdiction in which the third party is established provides an adequate level of protection for personal information; or we otherwise seek to implement appropriate measures to ensure that the HR data receives an adequate level of protection (e.g., we may put in place a contract with the third party that obliges them to provide the same level of protection as MSD is obliged to provide). Where the jurisdiction in which the third party is established does not provide an adequate level of protection and we are not able to implement measures to ensure the HR data receives an adequate level of protection, we will only transfer your personal information to the third party where we have obtained your consent or another lawful basis allowing the transfer applies.

We may share your information among MSD affiliates and will do so in accordance with our Global Privacy Statement, Global Cross Border Privacy Policy, and our Binding Corporate Rules (which have been approved in the European Union). A copy of our Global Privacy Statement and Global Cross Border Privacy Policy can be found by visiting the following site: www.msprivacy.com.

Reasons Your Personal Information May be Shared for Employment Purposes	Do we share?	Can you limit the sharing?
Reporting to government authorities.	Yes, for example, to report safety information about our products.	No
With government authorities, for Visa issuance and stamping	Yes	No
To parties in relevant legal proceedings and otherwise to the extent required or explicitly authorized by applicable law.	Yes	No, except where required by local law.
In the event that for business reasons we decide to divest part or all of our business through sale, merger or acquisition, to actual or prospective purchasers	Yes, based on written agreements that personal information will be protected appropriately in these circumstances.	Generally, no, except where local law permits you to opt-out or requires your express consent.

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Reasons Your Personal Information May be Shared for Employment Purposes	Do we share?	Can you limit the sharing?
<p>With companies globally that provide services on our behalf and in accordance with our instructions (for example, to deliver specific information you have requested)</p>	<p>Yes, if the business operation is supported by another company. As a global company, we may work with companies around the world to provide services for or on our behalf, and we will require those companies to protect personal information in accordance with applicable laws, rules and regulations and MSD’s privacy policies.</p>	<p>Generally, no. We have instituted policy, contractual and administrative mechanisms requiring protection of personal information by other companies that process personal information on our behalf globally. However, where local law provides a right for you to limit this sharing, we will comply with such requirements. In circumstances where our business operations are supported by other companies, such as a company that we contract with to mail the materials you request, you will not be able to limit this sharing and still receive the service.</p>
<p>To affiliates* within the Merck & Co., Inc. (Rahway, NJ, USA) family of companies globally for everyday business purposes as described in this Notice</p> <p><i>*Affiliates are companies related by common ownership or control.</i></p> <p><i>Outside of the United States and Canada, affiliates of Merck & Co., Inc. (Rahway, NJ, USA) generally operate under the names "MSD" or "Merck Sharp & Dohme"</i></p>	<p>Yes, as a global company, we generally share personal information across our offices globally for the purposes described in this Notice, however, only those individuals with a legitimate business need to access personal information for these purposes are granted such access. For example, HR data about you will be available to your management, who may be located in another country, the HR Business Partners responsible for your country and the HR centers located in the U.S.A. or regionally that are responsible for certain HR functions, such as compensation and benefits planning.</p>	<p>Generally, no. We have instituted policy, contractual and administrative mechanisms requiring protection of personal information across our business globally. However, where local law provides a right for you to limit this sharing, we will comply with such requirements.</p>

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Reasons Your Personal Information May be Shared for Employment Purposes	Do we share?	Can you limit the sharing?
<p>To companies we collaborate with to use for their own products and services</p>	<p>When we collaborate with a third party to provide a service to our Company, the Data Processing Agreement between our Company and the third party strictly limits the processing of the HR data we share to only what is necessary to perform the service. The Data Processing Agreement prohibits third parties from using the HR data for any other purpose. In rare cases, third parties who may wish to provide product and services to individuals for other purposes outside of the Data Processing Agreement, will not be acting on behalf of our Company, nor will they be permitted to use the employee data we share with them to establish contact, but rather will need to seek the express consent of those individuals.</p>	<p>Yes</p>
<p>To other companies we collaborate with solely for activities related to products or services jointly offered or developed by us and that company.</p>	<p>Yes, subject to written agreements between us and those companies, which require those companies to protect confidential information provided to them by us.</p>	<p>Yes, where permitted by law. If you request to opt-out of this sharing, however, you will not be able to work on co-development projects that we undertake with such companies.</p>

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Reasons Your Personal Information May be Shared for Employment Purposes	Do we share?	Can you limit the sharing?
To internal employees with direct supervisory or managerial responsibility for employees.	Yes, subject to local laws and policies, managers are granted access to employee files and drives (i.e. OneDrive) to ensure proper work transition of former colleague’s responsibilities and to avoid risk to operations.	While such business continuity procedures are required to ensure proper handoff of work, you can limit the personal information you store in Company drives and folders by choosing not to store personal documents on drives such as OneDrive or storing personal files in a single location where they can be easily deleted as you plan your offboarding from the Company.

How We Ensure the Security of Your Personal Information

We will take reasonable steps to protect your personal information, according to its sensitivity, how it is collected and transmitted between your computer or device and our online resources and servers, as well as to protect personal information in our possession from unauthorized access, disclosure, alteration or destruction. It is your personal responsibility to secure your own copies of your passwords and related access codes for our online resources. The Company’s Information Security Standards Handbook sets forth the specific requirements for ensuring that the type and level of security is appropriate to the sensitivity of the information and the risk level of the activity, taking into account current technology best practices and the cost of implementation.

For How Long We Retain Your Personal Information

We generally retain personal information for as long as reasonably needed for the specific business purpose or purposes for which it was collected and the duration of your employment, use of company systems, apps and other relevant information assets. In some cases, we may be required to retain information for a longer period of time based on laws or regulations that apply to our business, such as applicable rules on statute of limitations or for other necessary business purposes. Where possible, we aim to anonymize the information or remove unnecessary identifiers from records that we may need to keep for periods beyond the original retention period. Details about retentions can be found in our Company Retention Policy.

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Your Rights

In addition to the right to access or correct information, you may be entitled, in accordance with applicable law, to object to or request the restriction of processing of your personal information, and to request erasure of your own personal information in certain circumstances. Where these rights apply, they are not absolute rights; the Company has rights to refuse your requests in certain circumstances.

Requests should be submitted by contacting us using the contact information below.

Contact Us

General Communications:

If you have any questions regarding this Notice or the personal information we collect, use and share about you, please contact us using the contact details below.

Data Controller:

Merck Sharp and Dohme IDEA Middle East

Address:

4th floor, Al Faris Building No. 39,
Dubai Healthcare City
PO Box 2096, Dubai, UAE

Or email us at:

msdgulfprivacy@merck.com

To Exercise Data Subject Rights:

To make a request to exercise any right you have in relation to your personal information, please contact us by :

- [Completing an online form](#) (preferred method); or
- Calling us at +97144269100 or
- Emailing us at msdgulfprivacy@merck.com

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