



Emmes Resume/CV Vendor Disclosure Notice

You have been asked to provide a current resume or curriculum vitae (CV). The Emmes Company, LLC (“Emmes”) or an Emmes subsidiary company may use your resume/CV to create a biographical sketch (“biosketch”). A biosketch describes your experience and knowledge documented in past positions, publications, certifications, achievement of honors, and professional memberships.

Emmes is providing this notice to inform you of how your personal data may be processed. The processing of your resume/CV or biosketch is necessary to provide Clients or other Emmes customers detailed information about why you are qualified to provide services on Emmes’ behalf in a particular clinical trial or study. Emmes may hold the paper and/or electronic version of your resume/CV or biosketch. Resumes/CVs received from study team personnel other than Emmes staff will be handled as follows:

Applicable to Study Team/Personnel other than Emmes Staff:

- to be held on file at Emmes or Emmes subsidiary or affiliate (electronically/paper)
- to be sent to the Client, for the purpose of study team selection (electronically)
- to be filed in study-specific Trial Master Files, if applicable (electronically/paper)
- to be used in the Clinical Study Report, if applicable (electronically/paper)
- to be provided to auditors or regulatory authorities globally, if requested (electronically/paper)
- to introduce study team personnel when named in a proposal to prospective clients. (electronically/paper)

Resumes/CVs or biosketches required to be filed in the Trial Master File will be transferred to the Client during and at the end of the study. Some Clients may be located outside your current jurisdiction. **This means that your resume/CV or biosketch may be transferred outside the United States, Canada, the European Economic Area, the United Kingdom or Asia, as applicable.** Emmes has strict measures in place to protect your data and enter into data processing agreements with Clients or other Emmes customers to ensure measures are adopted to safeguard shared personal data. The Trial Master File will be retained for the legally required duration, according to the clinical trial legislation in place. You have the right to access all personal data held relating to you, subject to any provisions of applicable law. If you wish to have access to your personal data, you must contact the Emmes Data Protection Officer at: dpo@emmes.com

You are afforded certain rights under data privacy and protection laws, including the right to opt out of having your personal data processed in connection with the purposes described in this notice. If you wish to exercise your right to opt out of having your personal data processed for the purposes of conducting a clinical trial, please contact dpo@emmes.com. Requests are typically addressed within thirty (30) days. Depending on the nature of the request, additional time may be required to review and respond to your request. Before submitting a request to opt out, it is important to understand that opting out would restrict Emmes from using your professional information to create and provide a biosketch about you to Emmes Clients or other customers. In cases where Clients require information about team members working on behalf of or with Emmes for their project(s), opting out could impact your eligibility to participate in those projects.

For further information, please contact the Emmes Data Protection Officer at: dpo@emmes.com