



INCYTE PRIVACY NOTICE BUSINESS COLLABORATORS AND INCYTE PREMISES VISITORS - EUROPE

This Privacy Notice tells you how and why we use your Personal Data if we interact with you in the course of you conducting business with Incyte, when visiting Incyte facilities, when fulfilling contract or consulting (individual service provider) roles, or as employees of our business partners.

Please note, this Notice is not intended to replace other notices or consents provided by our company or its affiliates to external partners, outsourced providers and contractors and consultants in accordance with national and local laws and regulations or for specific programs. In the event of any conflict between notices or consents required by local law and this Notice, the notices or consents required by local law will prevail.

Where we rely on your consent to Process your Personal Data, we will request this separately to ensure that it is freely given, informed and explicit, and you will receive more detailed information on what Personal Data we seek your consent to collect and what it will be used for at that time. In cases where we explicitly rely on your consent or where we mark the provision of data as optional you are not obliged to provide us with the data and in not doing so, your contracted role with Incyte will not be placed in jeopardy.

Personal Data means any information describing or relating to an identified or identifiable individual, or as otherwise defined under local data protection laws. **Sensitive Personal Data** (also referred to as **special categories of data**) includes (i) data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; (ii) genetic and biometric data; and (iii) data concerning health, sex life, or sexual orientation.

Incyte (“**we**”, “**us**”, “**our**”) is responsible for your Personal Data in the course of our interactions/activities with you and a list of all Incyte companies (and contact details) is available at <https://incyte.com/contact-us/locations>. The Incyte entity that is responsible for your Personal Data (“**Controller**”) is the Incyte entity which, alone or jointly with others, determines the purposes and means of the Processing of your Personal Data. This depends on our relationship with you:

- **Building Visitors:** the Incyte affiliate that you visit.
- **Contractors/Consultants (non-HCP):** the Incyte affiliate with whom you or your employer have a contract with. Note that Incyte maintains a separate Privacy Notice for healthcare professionals.
- **Business Contacts:** the Incyte affiliate with whom the third party or vendor with which you are associated has a business relationship.

For Incyte companies located outside of the European Economic Area, Incyte has elected Incyte Biosciences, B.V. (Paasheuvelweg 25, 1105 BP Amsterdam, Netherlands) as its legal representative for data protection purposes. In Switzerland, Incyte Corporation and its other non-Swiss or European affiliates have designated Incyte Biosciences Sàrl (rue Docteur-Yersin 12, 1110 Morges, Switzerland) as its legal representative for data protection purposes.

We have a Data Protection Officer (“**DPO**”) who has been appointed in accordance with data protection law as applicable. If you have any questions about this Privacy Notice, please contact our DPO at: privacy@incyte.com.



Incyte may change or update this Privacy Notice at any time. Please regularly check these pages for the latest version of this Notice.

Why does Incyte collect Personal Data?

Where you are a **Building Visitor**: we collect and use the Personal Data directly from you or during the course of your visit, and via our systems, to the extent necessary for the pursuit of Incyte's legitimate interests to manage business operations and for the security of its property, reputation, customers, employees, and third parties except where necessary to comply with our legal obligations.

Where you are a **Contractor/Consultant (non-HCP)**: we collect and use the Personal Data directly from you, your employer, or in our systems during the course of your work for Incyte, to the extent necessary for the pursuit of Incyte's legitimate interests to manage business operations and for the security of its property, reputation, customers, employees, and third parties except where necessary to comply with our legal obligations, to execute our contract with you, or through your consent when applicable.

Where you are a **Business Contact**: we collect and use the Personal Data directly from you, your employer, or in our systems during the course of your interactions with Incyte, to the extent necessary for the pursuit of Incyte's legitimate interests to manage business operations and for the security of its property, reputation, customers, employees, and third parties except where necessary to comply with our legal obligations, to execute our contract with you, or through your consent when applicable.

If we have entered into a contract with you, we need your Personal Data to manage and fulfil our contract obligations. If you do not supply us with certain Personal Data, we will not be able to continue our interactions/activities as we will not have the Personal Data needed to administer or perform our contractual commitments. We also may be required to Process certain Personal Data about you pursuant to applicable laws or regulations.

Types of Personal Data and Purposes for which Incyte collects/uses them and the lawful basis which we rely on to use Personal Data

Whenever Incyte collects/uses your Personal Data, we do so on a legal basis or justification for that Processing. Processing special categories of data is always justified by an additional lawful condition. In the majority of cases, the Processing of your Personal Data will be justified on one of the following bases:

- the Processing is necessary for compliance with a **legal obligation** to which Incyte is subject; or
- where there is no legal obligation, we will Process your data where the Processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering such a contract; or
- where the above two grounds do not apply, we may Process your Personal Data where the Processing is necessary for the legitimate interests pursued by Incyte, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of Personal Data.
- In certain circumstances we may carry out the Processing based on your consent (for example, when recording a meeting in which you are participating or when we collect your biometric data). Where we rely on consent, we will make this clear at the time.

We have set out below the types of Personal Data and the purposes we may use your Personal Data for as well as the legal basis we rely on in each case:



Types of Personal Data	Purpose for Processing	Legal Basis
Building Visitors, Contractors/Consultants (non-HCP) and Business Contacts		
Personal/contact details Image/CCTV footage Biometric data	For access to, and the security of Incyte’s properties, reputation, customers, employees and third parties, and to help prevent and detect crime at our premises, and elsewhere as applicable.	Processing this data is necessary for our legitimate interest to ensure security and help prevent and detect crime. We have a separate CCTV notice which you can request / is available on site, where applicable. Where we collect your biometric data, we will obtain your consent to collect and Process this data.
Image/CCTV footage	To review any incidents which may occur on our premises and to take any steps needed to improve our facilities or to comply with business or insurance obligations which may result.	Processing this data is necessary for our legitimate interest in ensuring the safety of those present at our facilities and to ensure we can protect our business. We have a separate CCTV notice which you can request / is available on site, where applicable.
Personal/contact details Image/CCTV footage Biometric data Payment and/or bank details Job/position Details of meetings attended and recordings of those meetings Badge access, email, IT systems monitoring data Training, policies, and procedures data Health data	To enable us to comply with any legal or regulatory requirements, or applicable Incyte policies.	Our use of your Personal Data is necessary to comply with a legal or regulatory obligation to which Incyte is subject. It is also needed for our legitimate interests to ensure we can foster a safe and positive work environment. Where we collect your biometric or health data, we will obtain your consent to collect and Process this data.



Types of Personal Data	Purpose for Processing	Legal Basis
<p>All types of data as above</p>	<p>In connection with any merger, sale, transfer of our assets, investment, acquisition, bankruptcy, or similar event or corporate transaction.</p>	<p>The Processing is necessary to comply with relevant legal obligations (for example, company law requirements).</p> <p>It is also necessary for our legitimate interests to ensure we can protect and grow our business.</p> <p>Where we collect your biometric or health data, we will obtain your consent to collect and Process this data.</p>
<p>All types of data as above</p>	<p>To protect the rights of Incyte and Data Subjects.</p>	<p>Our use of your Personal Data is necessary to comply with relevant legal obligations (for example, applicable data protection/privacy laws).</p> <p>It is also necessary for our legitimate interests to act in, and protect, the interests of our business.</p> <p>Where we collect your biometric or health data, we will obtain your consent to collect and Process this data.</p>
<p>All types of data as above</p>	<p>To exercise or defend legal claims.</p>	<p>Processing the data is necessary for our legitimate interests to act in, and protect, the interests of our business.</p> <p>Where we collect your biometric or health data, we will obtain your consent to collect and Process this data.</p>
<p>Contractors/Consultants (non-HCP)</p>		
<p>Personal/contact details Payment and/or bank details Job/position</p>	<p>For providing contracts of engagement (as a contractor or consultant), preparing to commence your engagement with Incyte, and general contract administration.</p>	<p>The Processing is necessary for us to administer our contract with you or through your employer.</p> <p>It is also needed to comply with relevant legal obligations (for example, labor laws).</p>



Types of Personal Data	Purpose for Processing	Legal Basis
		<p>The remainder of the Processing is necessary for the purpose of the legitimate interests pursued by Incyte, for example:</p> <ul style="list-style-type: none"> ○ in ensuring the effective engagement of contractors and consultants on appropriate terms. ○ payment for services. ○ good contract management.
<p>Badge access, email, IT systems monitoring data</p> <p>Training, policies, and procedures data</p>	<p>To maintain your access to Incyte buildings, systems, networks, and applications.</p>	<p>Our use of your Personal Data is necessary to perform a contract with you.</p> <p>It is further needed to comply with relevant legal obligations (for example, applicable data protection/privacy laws).</p> <p>It is also necessary to use your Personal Data in our legitimate interest as a commercial organisation.</p>
<p>Badge access, email, IT systems metadata</p>	<p>To prevent loss of and unauthorized access to data, and to detect security incidents or other fraudulent activity.</p>	<p>The Processing is necessary to comply with relevant legal obligations (for example, applicable data protection/privacy laws).</p> <p>It is also needed for our legitimate interest in conducting our business, including protecting company information.</p>
<p>Badge access, email, IT systems metadata</p>	<p>To monitor, maintain, and secure Incyte systems, networks, databases, and equipment.</p>	<p>Processing the data is necessary to comply with relevant legal obligations (for example, applicable data protection/privacy laws).</p> <p>It is also needed for our legitimate interest in conducting our business, including protecting company information.</p>
<p>Personal/contact details</p> <p>Job/position</p> <p>Details of meetings attended and recordings of those meetings</p>	<p>To manage our workforce and its performance, including personnel planning, productivity monitoring, and evaluation.</p>	<p>Our use of your Personal Data is necessary in our legitimate interest as a commercial organization to manage our workforce and conduct strategic planning.</p>



Types of Personal Data	Purpose for Processing	Legal Basis
Badge access, email, IT systems monitoring data Training, policies, and procedures data		
Personal/contact details Payment and/or bank details	To perform financial accounting functions including tax reporting to comply with applicable laws and accounting standards that Incyte adheres to.	Our use of your Personal Data is necessary to comply with relevant legal obligations (for example, relating to tax reporting). It is also necessary to perform a contract with you.
Business Contacts		
Personal/contact details Payment and/or bank details	To receive and use third party/vendor/business partner products and/or services, including support, maintenance, and other associated services (as applicable).	The Processing is necessary to perform a contract with you for the provision of products or services. It is also needed for our legitimate interest in conducting our business, including arranging the delivery and receipt of services and payment for those services.
Personal/contact details Payment and/or bank details	For our internal budgeting purposes, to maintain financial records, to undertake internal financial reporting (including tax reporting) in compliance with applicable laws and accounting standards that Incyte adheres to, and to make payments to you and other third parties.	Our use of your personal information is necessary to perform a contract with you. It is necessary to comply with relevant legal obligations (for example, relating to tax reporting). It is also necessary to use your personal information in our legitimate interest as a commercial organisation.
Badge access, email, IT systems monitoring data Training, policies, and procedures data	To maintain your access to Incyte buildings, systems, networks, and applications.	Our use of your Personal Data is necessary to perform a contract with you.



Types of Personal Data	Purpose for Processing	Legal Basis
		It is also necessary to use your Personal Data in our legitimate interest as a commercial organisation.

The special categories of data that are collected/used by Incyte are listed above, and as previously explained, Processing of special categories of data is always justified based on an additional lawful condition. We have identified the following purposes for collecting and using your special category of data and this is set out below together with the additional legal basis we rely on:

Types of Sensitive Personal Data	Purpose for Processing	Additional Lawful Basis for Processing Special Categories of Data
Biometric data	For access to, and the security of Incyte’s properties, reputation, customers, employees and third parties, and to help prevent and detect crime. at our premises, and elsewhere as applicable.	As permitted under local law, for example where permitted to ensure security and prevent and detect crime and based on consent from the individual.
Health related data	For access to, and the security of Incyte’s properties, reputation, customers, employees and third parties, and to help prevent and detect crime at our premises, and elsewhere as applicable.	This Processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or Incyte in the field of employment law, social security, and social protection law, to the extent permissible under applicable laws. In particular the requirement to protect the health and safety of our workers and associates. Where processing is not covered by the above basis, we will obtain your explicit consent to process your data for this purpose.
Health related data	To manage any safety-related incidents which may occur during your visit to our facilities and to	This Processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or Incyte



	comply with reporting or insurance obligations related to such incidents.	<p>in the field of employment law, social security, and social protection law, to the extent permissible under applicable laws. In particular the requirement to protect the health and safety of our workers and associates.</p> <p>Where processing is not covered by the above basis, we will obtain your explicit consent to process your data for this purpose.</p>
Health related data	To conduct safety and hazard exposure testing in compliance with our legal obligations.	<p>This Processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or Incyte in the field of employment law, social security, and social protection law, to the extent permissible under applicable laws. In particular the requirement to protect the health and safety of our workers.</p>
Health related data	To provide any accommodations that may be needed during your visit if you have a disability or other medical issue.	<p>This Processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or Incyte in the field of employment law, social security, and social protection law, to the extent permissible under applicable laws. In particular the requirement to provide reasonable accommodations to our workers with disabilities.</p> <p>Where processing is not covered by the above basis, we will obtain your explicit consent to process your data for this purpose.</p>



Who do we share your Personal Data with?

Within Incyte your Personal Data can be accessed by or may be disclosed internally on a need-to-know basis to our staff and personnel including directors, shareholders, employees, contractors and other temporary workers for internal administrative purposes, management purposes or other business-related purposes.

Your Personal Data is also shared by Incyte with:

- Other companies in the Incyte worldwide group of companies, wherever located; (a list of all Incyte companies is available under: <https://incyte.com/contact-us/locations>);
- Third party consultants, service providers, partner companies contracted by or on behalf of Incyte or its affiliates, wherever located, including IT service providers and professional advisors such as tax or legal advisors;
- Healthcare professional boards, authorities, wherever located;
- Government agencies, regulators, or public authorities, but only when they require us to. In some instances, these government agencies may make your Personal Data public in accordance with applicable laws or guidelines;
- Where required by legal or contractual obligations, to your employer.

International Transfers of Personal Data

To the extent recipients of your Personal Data (set forth above) are located in countries not offering the same level of data protection, Incyte will ensure that appropriate safeguards are in place and will Transfer your Personal Data in compliance with applicable data protection law.

Where required by applicable data protection laws, Incyte enters into agreements with service providers as approved by the European Commission or other Supervisory Authority with jurisdiction.

Incyte has an intragroup data transfer agreement in place which regulates cross border Transfers of Personal Data within its group of companies.

You have a right to request a copy of any data transfer agreement under which your Personal Data is Transferred, or to otherwise have access to the safeguards used. To request sight of these contracts contact: privacy@incyte.com.

How long is your Personal Data used and stored?

We will not retain your Personal Data longer than is necessary to carry out the purposes listed in the tables above or consistent with our legal obligation.

In some circumstances we may retain your Personal Data for longer periods of time, for instance where we are required to do so in accordance with legal, regulatory, tax or accounting requirements. In specific circumstances we may also retain your Personal Data for longer periods of time so that we have an accurate record of your dealings with us in the event of any complaints or challenges, if we reasonably believe there is a prospect of litigation relating to your Personal Data or dealings, or for other legitimate business reasons.

Where your Personal Data is no longer required, we will ensure it is either securely deleted or stored in a way which means it will no longer be used by the business.



What are your rights as a Data Subject?

Subject to certain exemptions, and in some cases dependent upon the Processing activity we are undertaking, you have the following rights which apply to our use of your Personal Data:

Right to access, correct and delete your Personal Data: You have the right to request access to any of your Personal Data that Incyte may hold, and to request correction of any inaccurate data relating to you. You have the right to request deletion of any irrelevant data we hold about you.

Data portability: Where we are relying upon your consent or the fact that the Processing is necessary for the performance of a contract to which you are party as the legal basis for Processing, and that Personal Data is Processed by automatic means, you have the right to receive all such Personal Data which you have provided to Incyte in a structured, commonly used and machine-readable format, and also to require us to transmit it to another controller where this is technically feasible.

Right to restriction of Processing: You have the right to restrict our Processing of your Personal Data where:

- you contest the accuracy of the Personal Data until we have taken sufficient steps to correct or verify its accuracy;
- the Processing is unlawful, but you do not want us to erase the data;
- we no longer need the Personal Data for the purposes of the Processing, but you require them for the establishment, exercise, or defence of legal claims; or
- you have objected to Processing justified on legitimate interest grounds (see below) pending verification as to whether Incyte has compelling legitimate grounds to continue Processing.

Where Personal Data is subjected to restriction in this way, we will only Process it with your consent or for the establishment, exercise, or defense of legal claims.

Right to withdraw consent: Where we have relied on your consent to Process particular information and you have provided us with your consent to Process data, you have the right to withdraw such consent at any time.

Right to object to Processing justified on legitimate interest grounds: Where we are relying upon legitimate interest to Process data, then you have the right to object to that Processing. If you object, we must stop that Processing unless we can either demonstrate compelling legitimate grounds for the Processing that override your interests, rights, and freedoms or where we need to Process the data for the establishment, exercise, or defense of legal claims. Where we rely upon legitimate interest as a basis for Processing we believe that we can demonstrate such compelling legitimate grounds, but we will consider each case on an individual basis.

Right to complain: You also have the right to lodge a complaint with a Supervisory Authority if you consider that the Processing of your Personal Data infringes applicable law. The Supervisory Authority for the Processing of your Personal Data is the authority located in the country of the Incyte organisation or affiliate to which you are submitting your job application or the country where you live or work. More information about how to contact these authorities can be found here the European here Union: https://www.edpb.europa.eu/about-edpb/about-edpb/members_en, for Switzerland: <https://www.edoeb.admin.ch/en/fdpic> and here for UK: <https://ico.org.uk/>.



If you want to access any of the above-mentioned rights, we may ask you for more information to confirm your identity, particularly before disclosing Personal Data to you. We reserve the right to charge a fee where permitted by law, for instance if your request is manifestly unfounded or excessive.

Who can you contact regards exercising your Data Subject rights?

For EEA, UK and Swiss Residents please contact:

Incyte Biosciences International Sàrl
Attention: Data Protection Officer
Rue Docteur-Yersin 12, 1110, Morges,
Switzerland
privacy@incyte.com

or through this [form](#).

Subject to legal and other permissible considerations, we will make every reasonable effort to honour your request promptly or inform you if we require further information to fulfil your request. We may not always be able to fully address your request, for example if it would impact the duty of confidentiality we owe to others, or if we are legally entitled to deal with the request in a different way.

This Privacy Notice was last updated in January 2025.