

# Privacy Notice and User Agreement

## **What Personal Information is used and how long is it retained?**

Taleo\* uses Personal Information such as your name, contact information and other information necessary for the application process. This information may be used by the Human Resources (HR) organization to contact you at any time during your candidacy for employment, to send you announcements, or request other types of information as required. The retention period for Personal Information in Taleo is two years, which is the length of time that the company has determined the information is necessary for the purposes described in this Privacy Notice and User Agreement.

## **Who will have access to Personal Information in Taleo and how will they protect it?**

Access to Personal Information in Taleo is limited to you, HR Personnel and limited IT support personnel, based on specific security roles and standard data authorization as outlined for all HR applications. Additionally, some countries utilize third party recruiters that will also have access to the information you input into Taleo. Taleo is hosted by a third party vendor, Oracle, based in the United States. Oracle may also use additional third party vendors to process personal data. Oracle has contractually committed to protect Personal Information and to process it only as instructed by our company, including the destruction of the Personal Information at the end of the retention period. Oracle has certified its compliance with the EU-U.S. Privacy Shield Framework for processing employee related Personal Information.

Access to Personal Information may be from within the country in which the individual to whom the data relates is based, or from any other country in which an authorized user of Taleo is based. While the country from which information is accessed may not have laws that protect Personal Information in the same way as the country in which you are based, all Personal Information in Taleo will be used in accordance with the [Global Privacy Notice for Employment-Related purposes](#) , any local privacy notices you receive, all applicable company policies with respect to the privacy and confidentiality of Personal Information, including, but not limited to our [Global Privacy and Data Protection Policy](#) and our [Global Internet Privacy Policy](#) and any additional requirements of the countries in which the employees to whom the data relate are based.

## **How do I update, correct or delete Personal Information in Taleo?**

You have the right to access, rectify and delete your Personal Information that you provide and maintain in your Taleo Profile at any time. You can also request that the information be removed from our database by contacting the company's Privacy Office.

At any time you may decide no longer to use Taleo, raise a concern or make a complaint about your privacy or use or sharing of Personal Information about you by contacting the company's [Privacy Office](#).

### **End-User Agreement**

Your agreement is required to use Taleo. If you agree to the terms, conditions and obligations described in this Data Privacy Notice and User Agreement, click on "I accept". If you do not agree, do not click on "I accept", and the application process will discontinue.

BY CLICKING "I ACCEPT", I AUTHORIZE MERCK & CO., INC., KENILWORTH, NJ. USA, WHICH OPERATES AS MSD OUTSIDE OF THE USA AND CANADA TO STORE PERSONAL INFORMATION ABOUT ME IN A DATABASE MAINTAINED BY OUR THIRD PARTY VENDOR, ORACLE CORPORATION, LOCATED IN CHICAGO, ILLINOIS, UNITED STATES (HEADQUARTERED AT: 4140 DUBLIN BOULEVARD, SUITE 400, DUBLIN, CALIFORNIA 94568 UNITED STATES) AND TO PROCESS, TRANSMIT, USE, AND DISCLOSE PERSONAL INFORMATION ABOUT ME FOR PURPOSES OF THE APPLICATION PROCESS, FOR SENDING ANNOUNCEMENTS OF FUTURE JOB OPPORTUNITIES AS THEY BECOME AVAILABLE OR FOR ADMINISTRATION PURPOSES. SUCH DATA WILL BE TREATED IN ACCORDANCE WITH APPLICABLE LEGAL REQUIREMENTS OF THE COUNTRY OF SUBMISSION, THE COUNTRY IN WHICH A POSITION IS LOCATED WHOSE LAWS MAY NOT PROVIDE THE SAME PROTECTION AS THOSE IN THE COUNTRY IN WHICH I AM LOCATED, AND, WHEN USED IN THE U.S., WHERE APPLICABLE, WITH THE COMPANY'S CROSS BORDER PRIVACY RULES POLICY.

### **\* What is Taleo?**

Taleo is the global web-based applicant tracking platform used by Merck & Co., Inc., Kenilworth, NJ. USA, which operates as MSD outside of the USA and Canada, to enable the Company to source, assess, track and hire internal and external talent. The primary business purpose of Taleo is to facilitate an effective, consistent and efficient company-wide staffing process, through a single, integrated and automated global system of record for candidates and employees. Some collection and input of personal information by candidates in Taleo is required to facilitate the staffing application process. None of the information collected in Taleo is required by law.

*Note: Merck & Co. Inc Kenilworth, NJ. USA, is known as Merck Sharp & Dohme or MSD in most countries outside of the U.S. and Canada.*