

<b>PRINCIPLES OF PERSONAL DATA PROCESSING AND PROTECTION</b>				
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We value the right of our business partners and collaborators to have their personal data protected. Below, we explain how InClino s.r.o. processes your personal data, detailing the ways in which it is collected and handled. Rest assured that all personal data is treated with the utmost confidentiality and managed in full compliance with applicable legal regulations. InClino s.r.o. maintains strict control over personal data and has implemented measures to ensure its protection against misuse.

### 1. Who is the Controller of Your Personal Data?

InClino s.r.o., ID: 21764930, registered office at Pod Altánem 3393/30z, 100 00 Prague 10 - Strašnice, Czech Republic is the controller and processor; InClino s.r.o. collects, keeps and processes your personal data for the purposes of its own business activities.

### 2. Access to Personal Data within InClino s.r.o.

Access to personal data within InClino s.r.o. is strictly limited to authorized employees and only to the extent necessary for processing purposes. We place a strong emphasis on data security, ensuring confidentiality among our employees, compliance with internal policies, and the careful selection of trusted contractual partners.

### 3. What Personal Data Do We Process?

The personal data we process includes information provided by you, as well as data received from InClino personnel, customers, vendors, service providers, healthcare professionals, clinical trial participants, investigators, site staff, and other partners.

The data we process includes:

- Identification details (e.g., first name, surname, academic title, company identification number, and tax identification number).
- Contact details (e.g., address, phone number, and email).
- Information from our communication with you.

All personal data has been shared with us in the context of our collaboration. InClino s.r.o. processes this data in both physical and electronic formats.

### 4. Reasons for Processing Personal Data

InClino s.r.o. primarily processes personal data for legal reasons, particularly to fulfill contractual obligations, including business and financial communications.

Additionally, personal data is processed to comply with legal obligations, such as:

- Accounting and tax compliance

- Payroll and HR requirements
- Obligations under clinical trials legislation
- Obligations under pharmacovigilance legislation
- Interactions with regulatory authorities

For job applicants, personal data is processed based on their consent for participation in the selection process and is used for candidate evaluation and subsequent communication.

## 5. Data Retention Period

Personal data is retained only for as long as necessary to uphold rights arising from a contract. This includes the duration of the contractual relationship and the period required for full settlement of related rights and obligations. Additionally, InClino s.r.o. retains personal data for as long as legally mandated or as permitted under the consent provided by you.

## 6. Is the Processing of Personal Data Voluntary?

In some cases, personal data processing is based on your explicit consent. However, in other instances, processing is required by law or contractual obligations, making it necessary and not voluntary.

## 7. Your Rights Regarding Personal Data Processing

In accordance with applicable laws, you have the following rights regarding your personal data with InClino s.r.o.:

- **Right to access** your personal data
- **Right to request rectification** of inaccurate personal data
- **Right to erasure** (especially when data is no longer necessary for its original purpose or upon withdrawal of consent)
- **Right to data portability**
- **Right to withdraw consent** at any time
- **Right to object** to data processing
- **Right to file a complaint** with the Office for Personal Data Protection at Pplk. Sochora 27, 170 00 Prague 7, Czech Republic

## 8. Updates to This Document

This document is regularly reviewed and may be updated periodically. Any amendments will be made available on this webpage to ensure you always have access to the most current version.

## 9. How can you contact us

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If you wish to exercise your data protection rights, please contact us via email at [dp@inclino-cro.com](mailto:dp@inclino-cro.com) or call us at +420 602 938 680. InClino s.r.o. reserves the right to use appropriate measures to verify the identity of the applicant. We are happy to address any questions you may have regarding personal data protection and will make every reasonable effort to provide, correct, or delete your personal data from our records. Any requests concerning your rights will be addressed within a reasonable timeframe, in accordance with the technical and administrative capabilities of InClino s.r.o.