

Candidate Recruitment Privacy Notice

Effective Date: 15-05-2026

Data Controller: BaseLife Science <https://www.baselifescience.com/>

Data Protection Officer: Vasudev Kamath, vasudevrk@infosys.com

Write to: privacy@infosys.com.

1. Introduction

This Candidate Recruitment Privacy Notice ("Notice") explains how the Company collects, uses, stores, shares, and protects your personal data when you apply for employment or engage with our recruitment processes. We are committed to processing your personal data lawfully, fairly, and transparently, in accordance with the EU General Data Protection Regulation ("GDPR") and all other applicable data protection laws.

Our recruitment processes are managed through Workday, a cloud-based Human Capital Management platform. When you apply, your personal data will be processed within the Workday Recruitment Module and may be accessible to authorized personnel on a need-to-know basis. By submitting your application, you acknowledge that you have read and understood this Notice.

2. Personal Data We Collect

We collect personal data at various stages of the application process. Certain data elements are mandatory and are required for us to process your application. Other data elements are voluntary, and your decision not to provide them will not affect your candidacy. The tables below describe the personal data we collect, organized by stage of the application process.

2.1 Candidate Profile

The following personal data is collected when you create your candidate profile and submit your application:

Data Element	Mandatory / Optional	Purpose
First Name	Mandatory	To identify you throughout the recruitment process and communicate with you regarding your application.
Last Name	Mandatory	To identify you throughout the recruitment process and communicate with you regarding your application.
Email Address	Mandatory	To communicate with you regarding your application status, interview scheduling, and related correspondence.
Phone Number	Mandatory	To contact you regarding your application, including for interview scheduling and time-sensitive communications.
Resume / CV	Mandatory	To evaluate your qualifications, skills,

		work experience, and suitability for the role.
Cover Letter	Optional	To gain additional insight into your motivation, qualifications, and interest in the role, as voluntarily provided by you.
LinkedIn Profile	Optional	To supplement your application with publicly available professional information relevant to the role.
Gender Pronoun(s)	Optional	To address you respectfully and in accordance with your preference throughout the recruitment process.
Street Address	Optional	To assess logistical considerations such as proximity to the work location and relocation needs.
City, State	Optional	To assess logistical considerations such as proximity to the work

		location and relocation needs.
Zip Code	Optional	To assess logistical considerations such as proximity to the work location and relocation needs.
How Did You Hear About This Opportunity?	Optional	To evaluate the effectiveness of our recruitment marketing channels and sources.
Referral Employee Name	Optional	To acknowledge and reward employees who participate in our employee referral program.
Current Employer (Company Name)	Optional	To understand your current employment context and assess your professional background.
Open to Freelance / Consulting?	Optional	To determine your availability and interest in alternative engagement models for the role.
Desired Compensation Range (Salary / Hourly)	Optional	To assess alignment between your compensation

		expectations and the budgeted range for the role.
Visa Sponsorship Required?	Optional	To assess whether the Company will need to sponsor your employment visa status (e.g., H-1B) now or in the future, and to support workforce and immigration planning.
Type of Sponsorship Assistance Needed	Optional	To understand the specific nature of any immigration sponsorship you may require, enabling early planning for compliance with applicable immigration laws.
Legal Name (As It Appears on Government ID)	Optional	To support identity verification at later stages of the recruitment process, such as background checks and contract execution.
What is your English level?	Mandatory	To evaluate your language proficiency relative to the

		communication requirements of the role.
How many years of experience do you have in the Life Science industry?	Mandatory	To assess your relevant industry experience and suitability for the role.

2.2 Application — Introduction and Background

The following data is collected or processed during the introductory stage of your application:

Data Element	Mandatory / Optional	Purpose
How Did You Hear About Us? (Source Selection)	Optional	To allow you to self-identify the recruitment source through which you learned of this opportunity, enabling us to measure the effectiveness of our recruitment channels.
Recruiting Sources (Auto-Tagging)	Automated	Certain recruitment sources may be automatically tagged to your application based on the channel through which you arrived (e.g., job board, career site, social media referral). This automated tagging

		helps us track and analyze recruitment source effectiveness without requiring you to manually select a source.
Resume Parsing	Automated	When you upload your resume or CV, our system may automatically extract structured data (such as your name, contact details, work history, education, and skills) to populate your candidate profile. This automated processing is designed to streamline the application process and reduce the need for manual data entry.

2.3 Application — Personal Information (Equal Employment Opportunity Data)

In accordance with applicable equal employment opportunity ("EEO") laws and regulations, the following personal data is collected on a voluntary self-identification basis. This information is used solely for EEO compliance, reporting, and monitoring purposes and is **not** used in the evaluation of your candidacy or in any hiring decision. Responses are maintained separately from your application

and are not accessible to hiring managers or recruiters involved in the selection process.

Data Element	Mandatory / Optional	Purpose
Gender	Mandatory	To support equal opportunity monitoring, legally required reporting, workforce inclusion initiatives, or aggregated diversity analysis.
Race / Ethnicity (Single Select)	Optional	To support legally authorized equality reporting, diversity monitoring, or aggregated statistical analysis where locally appropriate and proportionate.
Race / Ethnicity (Multi-Select)	Optional	To allow candidates to self-identify with more than one racial or ethnic category where such collection is locally appropriate and proportionate.
Hispanic or Latino?	Optional	To support applicable equal opportunity reporting or diversity monitoring only where

		the classification is locally appropriate, proportionate, and meaningful in the relevant EU jurisdiction.
Veterans Status	Optional	To support locally permitted positive action, workforce reporting, or role-relevant employment compliance where applicable.
Voluntary Self-Identification of Disability	Optional	To assess and implement reasonable accommodations, comply with employment or social protection obligations, support legally permitted disability inclusion initiatives, or conduct aggregated diversity monitoring.

2.4 Application — Previous Worker Verification

Data Element	Mandatory / Optional	Purpose
Previous Worker Verification (Have you	Optional	To identify candidates who have previously been employed by the

previously worked for this organization?)		Company, which may affect eligibility for rehire, benefits continuity, or applicable company policies.
If you are not based in the UK (London), are you willing to relocate for this position?	Mandatory	To assess your availability and willingness to be physically present at the applicable work location.

3. Lawful Bases for Processing

We process your personal data on the basis of one or more of the following lawful bases, as determined by the jurisdiction in which you are located and the applicable data protection law.

3.1 European Union and United Kingdom (GDPR / UK GDPR)

Under the GDPR and UK GDPR, we rely on the following lawful bases under Article 6 and, where applicable, Article 9:

Performance of a Contract or Pre-Contractual Steps (Article 6(1)(b)). The processing of your mandatory application data — including your name, email, phone number, resume/CV, and related information — is necessary in order to take steps at your request prior to entering into an employment contract. Without this data, we cannot evaluate your application or progress your candidacy.

Legitimate Interests (Article 6(1)(f)). We process certain optional and automated data on the basis of our legitimate interests, where those interests are not overridden by your fundamental rights and freedoms. Specifically:

- **LinkedIn Profile.** Processing a publicly available professional profile serves our legitimate interest in evaluating candidates holistically. We limit our review to

information relevant to the role and do not scrape or store entire profile data beyond what is reasonably necessary for assessing your candidacy.

- **Referral Employee Name.** Processing the name of the referring employee serves our legitimate interest in administering and tracking the effectiveness of our employee referral program. We note that this involves processing a third party's personal data; the referring employee is separately informed of this processing through our internal privacy notices.
- **Recruiting Sources (Auto-Tagging).** Automatically tagging the recruitment source through which you arrived serves our legitimate interest in measuring recruitment marketing effectiveness. This automated tagging does not produce any legal or similarly significant effects on your candidacy and does not constitute automated decision-making within the meaning of GDPR Article 22. Tagging is limited to source attribution and does not influence the evaluation of your application.
- **Resume Parsing (Automated Extraction).** Automatically extracting structured data from your uploaded resume/CV serves our legitimate interest in operational efficiency and improving the candidate experience by reducing manual data entry. The parsed data is presented for your review and correction within your candidate profile. Resume parsing does not involve automated decision-making that produces legal or similarly significant effects; it is a data entry facilitation tool, and all substantive hiring decisions are made by human recruiters and hiring managers.
- **Visa Sponsorship Information.** Processing information about your current or future visa sponsorship needs serves our legitimate interest in workforce planning and immigration compliance. This information is not used to make discriminatory decisions based on nationality, national origin, or citizenship status; it is used solely to assess the Company's ability to meet its obligations under applicable immigration laws. We do not use visa sponsorship responses to filter candidates prior to assessing their qualifications and suitability for the role.

Consent (Article 6(1)(a)). Where we rely on your consent as the lawful basis for processing, you have the right to withdraw that consent at any time. Withdrawal

of consent does not affect the lawfulness of processing carried out prior to withdrawal.

Legal Obligation (Article 6(1)(c)). The collection of EEO data (gender, race/ethnicity, veteran status, and disability status) is necessary for compliance with our legal obligations under federal and state equal employment opportunity and affirmative action laws and regulations, including Title VII of the Civil Rights Act, the EEO-1 reporting requirements, VEVRAA, and Section 503 of the Rehabilitation Act.

3.2 Special Category and Sensitive Data (Cross-Jurisdictional)

Certain data elements collected during the application process may constitute special category data (under the GDPR and UK GDPR) or otherwise require heightened protections under applicable law. We process such data only where a specific legal exemption or authorization applies in the relevant jurisdiction.

Gender, Race/Ethnicity, Hispanic or Latino Origin, Veteran Status, and Disability Status.

- **EU/UK (GDPR / UK GDPR):** Processed on the basis of Article 9(2)(b) — processing is necessary for the purposes of carrying out our obligations and exercising our specific rights in the field of employment and social security law, insofar as it is authorized by applicable law.

This data is collected separately from the substantive evaluation of your application, is not accessible to hiring decision-makers, and is used only in aggregate for compliance reporting and workforce diversity monitoring.

Gender Pronouns. We recognize that gender pronouns may, in certain circumstances, reveal information about an individual's sex life or sexual orientation, which constitutes special category data under GDPR Article 9(1). Accordingly, we collect gender pronouns on an entirely voluntary basis:

- **EU/UK:** Processed based on GDPR Article 9(2)(a) your explicit consent.

For Switzerland, we process personal data in accordance with the FADP and apply the principles of lawfulness, good faith, proportionality, purpose limitation, transparency, accuracy, data security, privacy by design, and privacy by default. Swiss law does not generally require a GDPR-style lawful basis for private-sector processing, but processing must not unlawfully breach your personality rights and must be justified where required by your consent, our overriding private or public interest, or applicable law. Where consent is required, it must be voluntary, specific, and informed, and explicit consent is required for processing sensitive personal data or high-risk profiling. We use candidate personal data only for the recruitment purposes described in this Notice and do not use sensitive personal data to make individual hiring decisions unless permitted by law and strictly necessary for a documented purpose, such as reasonable accommodation or legal compliance.

You are under no obligation to provide your gender pronouns, and your decision not to do so will have no effect on your application. If you do choose to share your pronouns, we will use them solely for the purpose of addressing you respectfully throughout the recruitment process. You may withdraw your consent and request deletion of this data at any time by contacting us at privacy@infosys.com.

3.3 Legal Name (as on Government ID)

The collection of your legal name at the application stage is processed on the basis of Article 6(1)(b) — pre-contractual steps. However, we acknowledge that this data element is not typically required at the initial application stage and becomes necessary only at later stages such as background verification and employment contract execution. If your legal name differs from your preferred name, you are not required to provide it at the point of application; we will request it at the appropriate stage if your candidacy progresses. Where collected at the application stage, legal name data is stored securely and access is restricted to authorized personnel who require it for identity verification or pre-employment screening purposes.

4. Automated Processing and Profiling

4.1 Resume Parsing

When you upload your resume or CV, our recruitment system may use automated tools to extract and structure information such as your name, contact details, work history, education, and skills. This automated extraction is performed solely to facilitate the population of your candidate profile and improve the efficiency of the application process. It does not constitute solely automated decision-making that produces legal or similarly significant effects within the meaning of GDPR Article 22. All substantive decisions regarding your candidacy — including screening, shortlisting, and selection — are made by human recruiters and hiring managers who review your complete application.

4.2 Recruiting Source Auto-Tagging

Our recruitment system may automatically identify and record the source through which you arrived at our career site (e.g., a specific job board, social media platform, or career page URL). This automated tagging is used for recruitment analytics and does not influence the evaluation of your application or any hiring decision. You will not be subject to any adverse decision on the basis of your recruitment source.

4.3 Your Rights Regarding Automated Processing

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you (GDPR Article 22). If at any stage of the recruitment process you believe that a decision affecting your candidacy has been made solely by automated means without meaningful human involvement, you have the right to request human intervention, to express your point of view, and to contest the decision. To exercise this right, please contact us at [Privacy Contact Email].

5. How We Use Your Personal Data

We use your personal data for the following purposes:

- To evaluate your qualifications, experience, skills, and suitability for the position for which you have applied and, where you consent, for other positions that may become available.
- To communicate with you regarding your application status, interview scheduling, and other recruitment-related matters.
- To verify the information you have provided, including through background checks and reference checks (at the appropriate stage of the process and with your knowledge).
- To comply with applicable legal and regulatory obligations, including equal employment opportunity reporting and immigration law requirements.
- To administer and track the effectiveness of our recruitment channels, sources, and employee referral program.
- To improve our recruitment processes and candidate experience through analytics and reporting on aggregated, non-identifying data.
- To address you respectfully and in accordance with your stated preferences (e.g., gender pronouns), where voluntarily provided.
- To assess logistical and administrative considerations such as work location, relocation, compensation alignment, and engagement model (e.g., full-time versus freelance/consulting).

6. How We Share Your Personal Data

We may share your personal data with the following categories of recipients, each of whom is bound by appropriate confidentiality and data protection obligations:

Internal Recipients. Your application data will be accessible to authorized personnel within the Company who are directly involved in the recruitment process, including recruiters, hiring managers, and members of the relevant interview panel. EEO data is accessible only to authorized HR and compliance personnel and is not shared with hiring decision-makers.

Service Providers and Data Processors. Your personal data is processed within the Workday Recruitment Module, a cloud-based platform operated by Workday, Inc. as a data processor on behalf of the Company. A Data Processing Agreement has

been executed with Workday governing its obligations with respect to your personal data. Your data may also be shared with other service providers engaged by the Company to support the recruitment process, such as background check providers, assessment or psychometric testing providers, and recruitment agencies, each under appropriate data processing agreements.

Legal and Regulatory Authorities. We may disclose your personal data to governmental or regulatory authorities where required to comply with applicable laws, regulations, or legal proceedings, including EEO reporting obligations.

Group Entities. Where the Company is part of a group of affiliated entities, your personal data may be shared with affiliates for the purposes of centralized recruitment administration, subject to appropriate data sharing agreements.

We do not sell your personal data to third parties. We do not share your personal data with third parties for their own direct marketing purposes.

7. International Data Transfers

Your personal data may be transferred to, stored in, or accessed from countries outside the European Economic Area ("EEA"), the United Kingdom, or Switzerland, including the United States, and also India where parent entity operates. Where such transfers occur, we ensure that appropriate safeguards are in place, including:

- **Adequacy Decisions** adopted by the European Commission under GDPR Article 45.
- **Standard Contractual Clauses ("SCCs")** approved by the European Commission under GDPR Article 46(2)(c).
- **Binding Corporate Rules** approved by the competent supervisory authority as part of intra-group entities.

For candidates in Switzerland, Your personal data may be disclosed abroad where the destination country provides an adequate level of data protection, or where appropriate safeguards are in place, such as standard data protection clauses, contractual data protection clauses, binding corporate rules, or

another transfer mechanism permitted under the FADP. Where required, we inform you of the countries involved and the applicable safeguards, and we use appropriate contractual, technical, and organizational measures to protect your personal data.

You may request a copy of the applicable transfer mechanism by contacting us at privacy@infosys.com.

8. Data Retention

We retain your personal data for the following periods:

Successful Candidates. If you are offered and accept employment with the Company, your recruitment data will be transferred to your employee personnel file and retained in accordance with our Employee Privacy Notice and applicable retention policies.

Unsuccessful Candidates. If your application is unsuccessful, we will retain your personal data for a period of [insert period — typically six months to two years, depending on jurisdiction] following the conclusion of the recruitment process, in order to defend against potential legal claims, to comply with applicable legal obligations, and to contact you about future opportunities (where you have consented to this). After the expiration of this retention period, your personal data will be securely deleted or anonymized.

Talent Pool. Where you have provided your consent, we may retain your personal data in our talent pool for the purpose of contacting you about future job opportunities. You may withdraw your consent and request removal from the talent pool at any time.

9. Your Rights

Depending on your jurisdiction, you may have the following rights with respect to your personal data:

- **Right of Access** — to request a copy of the personal data we hold about you.

- **Right to Rectification** — to request correction of inaccurate or incomplete personal data.
- **Right to Erasure** — to request deletion of your personal data where processing is no longer necessary or where you withdraw consent.
- **Right to Restriction of Processing** — to request that we restrict the processing of your personal data in certain circumstances.
- **Right to Data Portability** — to receive your personal data in a structured, commonly used, and machine-readable format.
- **Right to Object** — to object to the processing of your personal data on grounds relating to your particular situation, where processing is based on legitimate interests.
- **Right Not to Be Subject to Automated Decision-Making** — to not be subject to a decision based solely on automated processing that produces legal or similarly significant effects.
- **Right to Withdraw Consent** — where processing is based on consent, to withdraw your consent at any time without affecting the lawfulness of processing prior to withdrawal.
- **Right to Lodge a Complaint** — to lodge a complaint with your local data protection supervisory authority.

If you are located in Switzerland or your personal data is processed under the FADP, you may have all the above rights to information, access, correction, deletion, objection to certain processing, restriction of certain disclosures, data portability where applicable, and to seek review or file a complaint with the Federal Data Protection and Information Commissioner. These rights may be subject to limitations under applicable law, including where processing is required for legal claims, statutory retention, or overriding legitimate interests.

To exercise any of your rights, please contact us at privacy@infosys.com or write to us at Lyngbyvej 2, 2100 Copenhagen, Denmark. We will respond to your request within the timeframe required by applicable law.

10. Security

We have implemented appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction. These measures include encryption of data in transit and at rest, role-based access controls, multi-factor authentication, and regular security assessments. Your personal data is processed within the Workday Recruitment Module, which maintains SOC 2 Type II certification, ISO 27001 certification, and other industry-recognized security standards.

11. Changes to This Notice

We may update this Notice from time to time to reflect changes in our recruitment practices, applicable laws, or the technology we use. Where material changes are made, we will notify you by posting the updated Notice on our career site and updating the effective date. We encourage you to review this Notice periodically.

12. Contact Us

If you have any questions, concerns, or requests regarding this Notice or the If you have any questions, concerns, or requests regarding this Notice or our processing of your personal information, please contact us at: privacy@infosys.com

Data Protection Officer: Vasudev Kamath, vasudevrk@infosys.com

Supervisory Authority:

You also have the right to lodge a complaint with your local data protection supervisory authority. A list of EU supervisory authorities is available at https://edpb.europa.eu/about-edpb/about-edpb/members_en.

Switzerland: Federal Data Protection and Information Commissioner (FDPIC)

Website: <https://www.edoeb.admin.ch/>

United Kingdom: Information Commissioner's Office (ICO) Website:

<https://ico.org.uk/> Complaints information: <https://ico.org.uk/make-a-complaint/>

Annexure A – List of Data Controller

Legal Entity	Country	Address
GuideVision, s.r.o	Czech Republic	Türkova 5b, 11th Floor, 149 00 Praha 4; 28. října 696/205, 709 00 Ostrava-Mariánské Hory a Hulváky; Vlněna 526/1, 4th Floor, 602 00 Brno-střed; Náměstí 28. října 20/2, 4th Floor, 500 02 Hradec Králové.
GuideVision Deutschland GmbH	Germany	Parkring 2, 85748 Garching bei München, Germany.
GuideVision Suomi Oy	Finland	Urho Kekkosen katu 4–6 E, Helsinki 00100, Finland.
GuideVision Magyarország Kft.	Hungary	Dél-Buda Center, 3rd Floor, Fehérvári út 79, 1119 Budapest, Hungary.
GuideVision Polska Sp. z o.o.	Poland	Platinum Business Park 1, Wolaska 9, 02-583 Warszawa, 5th Floor, Poland.
GuideVision UK Ltd	United Kingdom	71–75 Shelton Street, Covent Garden, London WC2H 9JQ, United Kingdom.