

## JOB APPLICANT AND CANDIDATE PRIVACY NOTICE

As part of any recruitment process, Simulation Plus (including its affiliates) collects and processes personal data relating to job applicants and candidates, as a controller. Simulations Plus is committed to being transparent about how it collects and uses that personal data and to meeting its personal data protection obligations.

This privacy notice does not imply in any way any contract of employment or contract for services or any other formal relationship between you and Simulations Plus, Inc.

### What information we collect

During the recruitment and application process, we will collect personal information about you, either from you directly or from third parties with your approval, which may include the following:

- Identifying and contact information, such as your full name, email address, physical address, telephone number, date of birth, government identification number, and other contact information;
- Professional and employment information, such as a resume or CV, a cover letter, employment history, current levels of work remuneration, other work experience, professional references, your work-permit status, your social media profiles, or other information about your professional background;
- Educational (including technical training) information, such as your school history, your qualifications and certifications, and any other information related to your education;
- Citizenship information, such as your visa and right-to-work status;
- Information received from third parties, such as from recruiters and third party career websites, the results of a professional-reference check or background check (including criminal records check), and the information we receive from someone who refers you for a position;
- Equal opportunities monitoring information, including sensitive information you voluntarily provide during the recruitment process, such as demographic information or information about your gender, race, ethnicity, and any disabilities;
- Publicly available information that helps us make a determination on your candidacy, such as information from your social media profiles; and
- Any other personal information you choose to submit to us as part of your application.

### How we handle the personal data of applicants and candidates and categories of third parties with whom we share the personal data of applicants and candidates

The personal data we collect in this process will be stored in an electronic format (including email) on our internal IT systems and external cloud storage and also on paper within our HR Department. Your

information may be shared internally for recruitment purposes with our recruiting managers, department managers, HR and IT team strictly for decision-making purposes, and shared with third party cloud storage provider for cloud storage (e.g., Microsoft Corporation). Your personal data may be transferred by you or an affiliate of SLP within the European Economic Area (EEA) to Simulations Plus offices located outside of the EEA for purposes of the job application and recruitment processes. Simulations Plus will use appropriate technical and organization measures to safeguard your personal information during such transfer, including use of Standard Contractual Clauses or other acceptable transfer mechanism required under applicable law. Simulations Plus appoints Lixoft SAS as its designated EU representative for purposes of GDPR requirements (Lixoft.com). We will protect such personal data through internal controls and policies, and reasonable security measures for protecting your personal data from being lost, accidentally destroyed, misused, or subject to unauthorized access.

Simulations Plus does not and will not sell or share your personal data provided to us. Note that this does not include "sharing" with vendors or other third parties for a specified and limited business purpose such as a third-party cloud storage provider used by Simulations Plus to store its data in the ordinary course of business.

**Accessibility to data subjects with disabilities.** If you have a disability which prevents access to this privacy notice, you may, or may have your authorized representative, contact Simulations Plus using the contact information below to be provided a copy of this privacy notice in an alternative format.

**How we use personal data of applicants and candidates**

We use your personal information for the following purposes and legal bases:

Purpose	Personal data used	Legal basis
Allow you to register, set up and maintain an online account and profile for Simulations Plus recruiting and job application purposes.	Your personal contact details; Your username, password, and data required for log-in, and account assistance; Your profile preferences and other forms you may complete in the online profile and account registration; Any privacy preferences related to your account.	It is necessary for entering into or performing an employment relationship with you; It is necessary for legitimate interests of Simulations Plus in tracking recruitment and managing its external talent pool subject to your privacy preferences or your personal data privacy rights set forth in applicable personal data protection law.
Considering you for and contacting you about the role you applied for or other potential suitable roles on an individual basis at the time of application or future related employment opportunities with us.	Your personal contact details; your CV, professional social media profile if used as part of an application and other information regarding your employment history; your salary or remuneration expectations and details of any offers of employment or work made by us to you and your	It is necessary for legitimate interests of Simulations Plus in tracking recruitment and managing its external talent pool which are not overridden by your privacy preferences or your rights in your personal data as set forth in applicable personal data protection law. It is necessary for compliance with legal obligations to provide

	<p>responses;  interview history, questions, notes and technical assessment results;  any recordings of online video meetings, interviews or assessments; any requests for reasonable adjustments or accommodations with respect to the application or employment process; and  how we obtained your personal data (as set forth above).</p>	<p>reasonable adjustments or accommodation with respect to processing your personal data.  Your consent for Simulations Plus to retain your personal data, as set out below.</p>
<p>Contacting you about Simulations Plus employment opportunities roles as part of a recruitment campaign (if you have opted in)</p>	<p>Your personal contact details;  details of communications with you, how you interact with email communications and marketing;  any privacy or communication and frequency preferences</p>	<p>Your consent for Simulations Plus to contact you with information about job opportunities as part of our recruitment campaigns, if you have opted in.</p>
<p>Updating you on any changes to our privacy notice, security updates, changes to our website or online profile area</p>	<p>Your personal contact details</p>	<p>As necessary for compliance with legal obligations, such as applicable personal data protection law and corporate compliance laws</p>
<p>Making a decision about your recruitment or appointment at Simulations Plus.</p>	<p>Your CV, professional social media profile if used as part of an application and other information regarding your employment history;  your salary or remuneration expectations and details of any offers of employment or work made by us to you and your responses;  interview history, questions, notes and technical assessment results;  any recordings of online video meetings, interviews or assessments; Information to assess your right to work in the hire location, such as your nationality, work permit status including documentary evidence;  and results of a background check.</p>	<p>As necessary for entering into an employment relationship with you.</p>
<p>Determining any terms of employment under which you will work for us.</p>	<p>Your CV, professional social media profile if used as part of an application and other</p>	<p>As necessary for entering into an employment relationship with you.</p>

	<p>information regarding your employment history;</p> <p>your salary or remuneration expectations and details of any offers of employment or work made by us to you and your responses;</p> <p>interview history, questions, notes and technical assessment results;</p> <p>any recordings of online video meetings, interviews or assessments; and information to assess your right to work in the hire location, such as your</p>	
<p>Internal reporting and understanding how we can improve our internal and online recruitment processes.</p>	<p>Your feedback on Simulations Plus’s recruitment process;</p> <p>your account log-in frequency and activity;</p> <p>what software, devices or hardware you use to access your profile;</p> <p>your profile preferences and other forms you may complete in the online profile;</p> <p>details of communications with you, how you interact with email communications and marketing communications; and</p> <p>any of your privacy or communication preferences.</p>	<p>It is necessary for the legitimate interests of Simulations Plus in tracking recruitment and managing its external talent pool, subject to your privacy preferences or your personal data privacy rights set forth in applicable personal data protection law.</p>

**Special categories of personal data**

To the extent that a special category of personal data (as defined by applicable data protection law) is collected from you for purposes of the job application process involving you, and to the extent required by applicable law, we will do so if you have given explicit consent to the processing of such personal data for purposes of the job application process, except where prohibited by applicable law; and/or processing is necessary for the purposes of carrying out the obligations and exercising specific rights of Simulations Plus or you in the field of employment and social security and social protection law in so far as it is authorized by applicable law, and pursuant to the appropriate safeguards for your personal data and your fundamental rights to your personal data as provided by applicable law.

**How long we retain your personal data**

We will retain your personal data for a period of up to 18 months after we have communicated to you our decision about whether to hire you for the job opportunity(s) for which you showed interest. We retain the information for that period (a) so that we can show, in the event of a legal claim, that we have

complied with laws against employment discrimination; and (b) If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities that meet your qualifications that become available during that period. After this period, we will securely destroy your personal data subject to and in accordance with the applicable laws and regulations.

### **Your personal data privacy rights**

Depending on the applicable personal data protection law, as a data subject, you have a number of rights, including the following:

- You have the right to request access to your personal data that we hold on you. You have the right to be informed about the collection and use by Simulations Plus, and request copies, of your personal data.
- You have the right to request us to cease processing your personal data. You have the right to request the restriction of our processing of your personal data, but this right may be subject to exemptions based on applicable laws.
- You have the right to request us to delete your personal data in our possession. You have the right to request that your personal data be deleted by us, but this right may be subject to exemptions based on applicable laws.
- You have the right to request us to change any incorrect or incomplete personal data we hold on you. You have the right to request inaccurate or outdated personal information of yours which we process be updated or corrected.
- You have the right to request the transfer of your personal data to another party. You have the right to ask for your personal data to be transferred to another controller or provided to them in a machine-readable electronic format.
- You have the right to request us to provide more information on the balance between our legitimate interests in processing your personal data (see table above) and your personal data rights.
- You have the right not to be discriminated against by Simulations Plus by exercising your personal data privacy rights. Simulations Plus is required to inform you if it uses automated decision-making and profiling of you using your personal data. You have the right to object if Simulations Plus uses automated decision-making and profiling of you using your personal data.

If you have consented to the use of your personal data by Simulations Plus, you have the right to withdraw such consent. Note that by withdrawing your consent, it does not affect the right of Simulations Plus to process your personal data based on your consent prior to your withdrawal of your consent.

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: [privacy@simulations-plus.com](mailto:privacy@simulations-plus.com); or

Office of the Data Protection  
Simulations Plus, Inc.  
42505 10th Street West STE 103  
Lancaster, CA, USA 93535

## Data Protection Officer

We have appointed VeraSafe as our Data Protection Officer (DPO). While you may contact us directly, VeraSafe can also be contacted on matters related to the processing of Personal Data. VeraSafe's contact details are:

VeraSafe  
100 M Street S.E., Suite 600  
Washington, D.C. 20003 USA  
+1 (617) 398-7067  
[experts@verasafe.com](mailto:experts@verasafe.com)  
<https://www.verasafe.com/about-verasafe/contact-us/>

To make a request to exercise a personal data privacy right of yours, you need to contact us with at least verification of your identity, and details about the personal data privacy right that you are exercising, including the applicable law governing your personal data privacy rights (such as by identifying the region in which you live). You may authorize a third-party agent to exercise your personal data privacy rights. Applicable data protection laws require Simulations Plus to verify the identity of you, or request proof from a third-party agent representing that such agent is making the request on your behalf, in the process of responding to a request by you or on your behalf to exercise a personal data privacy right of yours. To verify your identity, Simulations Plus will ask you or your authorized representative questions that relate to the information that you provided to Simulations Plus. Some examples include asking a series of questions about your personal data such as what is your date of birth, home address, or telephone number, as a basic level of verification. Simulations Plus may also verify your identity by asking you for the credentials, such as login information, used by you when you login to the Job Applicant page on the website of Simulations Plus. Upon verification, we will process the request in accordance with the timelines and requirements under the applicable data privacy laws.

This privacy notice does not imply in any way any contract of employment or contract for services or any other relationship between you and Simulations Plus.

If your personal data is governed by the General Data Protection Regulation ("GDPR") or other applicable data privacy law you have the right to bring a complaint about the processing of your personal data by Simulations Plus to the relevant supervisory authority, which has the power to enforce the GDPR or the other applicable data privacy law. In accordance with Article 77 GDPR, a data subject has the right to lodge a complaint with a supervisory authority in the Member State of his or her habitual residence, place of work, or of the alleged infringement of the GDPR.

## How we manage updates to this policy

From time to time, Simulations Plus may need to revise this Job Applicant and Candidate Privacy Policy. Should we do so, we will also change the date indicated below. We encourage you to check back at this website periodically, in order to be aware of the most recent version of the Job Applicant and Candidate Privacy Policy.

**Effective Date:** May 24, 2023

**Previous Notice Date:** July 05, 2022