

## Merck Canada Inc. Notice of Data Practices for Employment-Related Purposes

<b>FACTS</b>	This Notice outlines the practices of <b>Merck Canada Inc.</b> (" <b>Merck</b> "), a Canadian corporation and a member of the Merck & Co., Inc. (Whitehouse Station, NJ, USA) global family of companies, with respect to the collection, use and disclosure of personal information relating to employees.
<b>Privacy at Merck</b>	<p>At Merck &amp; Co., Inc. (Whitehouse Station, NJ, USA) – also known as Merck Sharp &amp; Dohme (MSD), as Merck Canada Inc. in Canada and as Banyu in Japan (collectively "Merck" or the "Company"), privacy is fundamentally about trust. Consistent with our tradition of upholding high ethical standards across our business practices, we have demonstrated our commitment to privacy of personal information by establishing a global privacy program to support compliance with applicable privacy laws and standards for protecting personal information around the world.</p> <p>In this Notice, the term "<b>personal information</b>" shall refer to personal information relating, directly or indirectly, to Merck employees.</p>
<b>Why? / the Purposes</b>	<p>In accordance with Canadian privacy laws, Merck collects personal information for purposes related to your employment (the "<b>Purposes</b>"). The Purposes generally fall within the following three categories:</p> <ol style="list-style-type: none"><li>(1) personal information required prior to hiring (such as, for example, background checks);</li><li>(2) personal information required at the time of hire (such as, for example, banking information for payroll and performance management); and</li><li>(3) personal information required during your employment (such as, for example, performance reviews, staffing, business travel and information about dependents for benefit management purposes).</li></ol> <p>Any personal information collected by Merck will be disclosed only on a need-to-know basis within Merck for the Purposes for which the information was collected or as may be required or permitted by law. Merck, as a global company, provides many support services to Merck in the area of employment-related matters. As such, certain personal information is consolidated at Merck. Merck, as a global company, is aware that important business efficiencies can be achieved by consolidating personal information in centralized databases and systems located at Merck facilities in the USA. The primary Merck system of record for personal information is Hire-to-Retire (HtR), which is located in the USA. HtR also shares personal information with other systems and databases hosted by or on behalf of Merck, however, HtR and those other systems and databases will only collect, receive, use and share personal information in accordance with, and as permitted by, applicable laws. The collection of personal information is performed in keeping with the principles of use for a particular Purpose, on a need-to-know basis and with required safeguards in place.</p> <p>The following are Purposes for which Merck may collect certain personal information, as required:</p> <ul style="list-style-type: none"><li>• staffing (e.g., headcount planning, recruitment, termination, succession planning)</li><li>• organizational planning and development and workforce management</li><li>• budget planning and administration</li><li>• compensation, payroll, and benefit planning and administration (e.g., salary, tax withholding, tax equalization, awards, insurance and pension.)</li><li>• workforce development, education, training and certification</li><li>• background checks</li><li>• performance management</li><li>• problem resolution (e.g., internal reviews, grievances), internal investigations, auditing, compliance, risk management and security purposes</li><li>• authorizing, granting, administering, monitoring and terminating access to or use of Merck systems, facilities, records, property and infrastructure</li><li>• business travel (e.g., limousines, commercial flights, Merck aviation services, hotels, rental cars, vehicle fleet)</li><li>• expense management (e.g., corporate card, expense and grant of authority administration, procurement)</li></ul>

Effective Date: April 1, 2011

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	<ul style="list-style-type: none"><li>• project management</li><li>• conflict of interest reporting</li><li>• employee communications</li><li>• flexible work arrangements</li><li>• administration of employee enrollment and participation in activities and programs offered to eligible employees (e.g., matching donations to non-profit organizations, wellness activities)</li><li>• work-related injury and illness reporting</li><li>• monitoring and surveillance for industrial hygiene, public health and safety</li><li>• legal proceedings and government investigations, including preservation of relevant data</li><li>• as required or expressly authorized by laws or regulations applicable to our business globally or by government agencies that oversee our business globally</li></ul> <p>When Merck engages the services of a third party for employment-related services, then personal information may be shared with the third party with appropriate safeguards in place for the use and retention of your personal information; see the "HOW" section of this Notice for further details concerning how personal information is shared with third parties.</p> <p>Where local laws require that you provide specific consent for the collection, use and disclosure of personal information for a Purpose, you may be asked to provide your consent by appropriate and permitted means.</p>
<p>What? - personal information</p>	<p>The types of personal information we collect (directly from you or from public or third party information sources) and share depend on the nature of your position and role within Merck and the requirements of applicable laws. Only personal information that is required for a specific Purpose will be collected. This means that your position within Merck may require the collection of some (or all) of the personal information listed below. Personal information which may be collected includes:</p> <ul style="list-style-type: none"><li>• contact information (e.g., name, home and business addresses, telephone, fax and pager numbers, e-mail addresses, emergency contact information)</li><li>• information about you such as your date of birth, marital status, birth place, nationality, gender, preferred language</li><li>• employment, performance, compensation and benefits (e.g., hire date, adjusted service date, action/status codes, Merck identification number, job title, position/grade, attendance, department, business unit, supervisor, site, union, objectives, projects, performance reviews, performance and leadership ratings, salary, bonus, long term incentives, awards, retirement, family member/dependents names and dates of birth)</li><li>• education and training (e.g., education level, field and institution; competency assessments; professional licenses and certifications; training courses)</li><li>• social insurance number or other national identification number</li><li>• passport number where required for business travel</li><li>• driver's license number, vehicle license plate number, driving history (as required for those individuals who use a vehicle for employment-related purposes)</li><li>• bank account information</li><li>• corporate credit card number</li><li>• employment history and letters of recommendation</li><li>• work restrictions and accommodations</li><li>• industrial hygiene exposure assessment and monitoring information (e.g., noise dosimetry results)</li><li>• agreements that you enter into with the Company</li><li>• computer or facilities access and authentication information (e.g., identification codes, passwords)</li><li>• workplace and grievance investigation and resolution processes and procedures</li></ul>

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<b>How?</b>	In the section below, we list the reasons that Merck typically may share personal information for employment-related purposes and whether you can limit this sharing. Merck implements reasonable and appropriate technical, electronic and physical security measures to protect personal information in accordance with its sensitivity from loss, misuse and unauthorized access, disclosure, alteration or destruction.	
Reasons personal information about you could be shared	Do we share?	Can you limit this sharing?
Reporting to government authorities	Yes, for example, to report safety information about our products.	No
To parties in relevant legal proceedings as authorized by the presiding court or tribunal and otherwise to the extent required or explicitly authorized by applicable laws or rules of a court or a tribunal	Yes	No, except where required by local law.
In the event that for business reasons Merck decides to divest part or all of its business through sale, merger or acquisition, to actual or prospective purchasers	Yes, based on written agreements that personal information will be protected appropriately in these circumstances.	Generally, no, except where local law permits you to opt-out or requires your express consent.
With companies globally that provide services on our behalf and in accordance with our instructions (for example, to deliver specific information you have requested)	Yes, if the business operation is supported by another company. As a global company, we may work with companies around the world to provide services for or on our behalf, and we will require those companies to protect personal information in accordance with applicable laws, rules and regulations and Company privacy policies.	Generally, no. We have instituted policy, contractual and administrative mechanisms requiring protection of personal information by other companies that process personal information on our behalf globally. However, where local law provides a right for you to limit this sharing, we will comply with such requirements.  In circumstances where our business operations are supported by other companies, such as a company that we contract with to mail the materials you request, you will not be able to limit this sharing and still receive the service.
To affiliates* within the Merck & Co., Inc. family of companies globally for everyday business purposes as described in this notice  <i>*Affiliates are companies related by common ownership or control. Merck &amp; Co., Inc. is an affiliate of Merck Canada Inc. Outside of the United States, affiliates of Merck &amp; Co., Inc. generally operate under the names "MSD" or "Merck Sharp &amp; Dohme"</i>	Yes, as a global company, we generally share personal information across our offices globally for the purposes described in this notice, however, only those individuals with a legitimate business need to access personal information for these purposes are granted such access. For example, certain personal information about you will be available to your management, who may be located in another country, the HR Business Partners responsible for your country and the HR centers located in the U.S.A. or regionally that are responsible for certain HR functions, such as compensation and benefits planning.	Generally, no. We have instituted policy, contractual and administrative mechanisms requiring protection of personal information across our business globally. However, where local law requires that you consent to the transfer or provides a right for you to limit this sharing, we will comply with such requirements.  You may request that we not transfer personal information outside of your country, however, in most cases this will substantially limit the employment-related services we can provide to you. Where our computer servers, databases or processes are located in another country, in most cases we will be unable to fulfill such a request and still provide the employment-related service to you.


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<p>To other companies we collaborate with solely for activities related to products or services jointly offered or developed by Merck and that company</p>	<p>Yes, based on written agreements in place between Merck and those companies.</p>	<p>Yes, where permitted by law. If you request to opt-out of this sharing, however, you will not be able to work on co-development projects that Merck undertakes with such companies.</p>
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Contact Us



If you have questions regarding this notice or the personal information Merck collects, uses and shares about you, or if you would like to access or update personal information about you in Merck databases in accordance with your rights under applicable law, please contact us.

To contact the Merck Canada Inc. Privacy Office, write to:

Chief Privacy Officer  
 Merck Canada Inc.  
 16711 Trans Canada Highway  
 Kirkland, Quebec H9H 3L1  
 Or e-mail at [Canada\\_privacy@merck.com](mailto:Canada_privacy@merck.com)

To contact the Merck & Co. Privacy Office, write to:

Merck Privacy Office  
 Merck & Co., Inc.  
 WS3B-85  
 One Merck Drive  
 Whitehouse Station, NJ, USA 08889-0100  
 Or e-mail the [Merck Privacy Office](#)

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