

## Merck Sharp & Dohme Notice of Data Practices for Employment-Related Purposes

FACTS	<p>This Notice provides a comprehensive overview of <b>Merck Sharp &amp; Dohme (Australia) Pty Limited "MSD"</b>, a member of the practices of Merck &amp; Co., Inc. (Whitehouse Station, NJ, USA) global family of companies, practices and its affiliates with respect to the collection, use and disclosure of data for employment-related purposes about employees, their family members, and other individuals about whom Merck &amp; Co., Inc. and its affiliates have Personal Information as a result of the relationships those individuals have with employees .</p>
Privacy at Merck	<p>At Merck &amp; Co., Inc. (Whitehouse Station, NJ, USA) – also known as Merck Sharp &amp; Dohme (MSD), as Merck Frosst Canada Ltd. 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 by establishing a global privacy program to support compliance with applicable privacy laws and standards for protecting personal information around the world.</p>
Why?	<p>As a global company, Merck continues to determine that important business efficiencies can be achieved by consolidating information about its employees, family members, and other individuals about whom the Company has Personal Information as a result of the relationships those individuals have with employees (the "human resources data"), in centralized databases and systems located at Merck facilities in the USA. The primary Merck system of record for human resources data is Hire-to-Retire (HtR), which is located in the USA. HtR also shares human resources data 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 human resources data <u>in accordance with and as permitted by applicable laws</u>, and, where applicable, as authorized by applicable government authorities, in connection with employment-related activities, which may include:</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)</li> <li>• expense management (e.g., corporate card, expense and grant of authority administration, procurement)</li> <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, political action committee contributions, 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>Where local laws require that you provide specific consent for the collection, use and disclosure of human resources data for some of these purposes, you may be asked to provide your consent by appropriate and permitted means.</p>

Effective Date: July 6, 2009.

**Merck and MSD reserve the right to modify, add or remove portions of this notice at any time. If we decide to change this notice, we will post the updated notice on the web site at <http://www.merck.com/policy/commitment/home.html>.**

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<b>What?</b>	<p>The types of human resources data we collect (directly from you, or if that is impracticable, 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. Examples of this information may include, among other things:</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>• individual information (e.g., date of birth, marital status, nationality, gender, preferred language)</li> <li>• sensitive information (e.g. health, trade union membership)</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)</li> <li>• education and training (e.g., education level, field and institution; competency assessments; professional licenses and certifications; training courses)</li> <li>• social security number or other national identification number</li> <li>• passport number</li> <li>• driver's license number, vehicle license plate number</li> <li>• bank account information</li> <li>• corporate 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>• grievance resolutions</li> <li>• photographs and other visual images of you</li> </ul> <p>The examples provided are not all-inclusive. Merck also may collect similar or related information.</p> <p>Sensitive information: (e.g., information that reveals health or trade union membership) are collected only where required by law and are used and disclosed only to fulfill legal requirements</p>
<b>How?</b>	<p>In the section below, we list the reasons that Merck typically may share human resources data for employment-related purposes, the reasons that Merck may share this information, the types of organisations with which personal information may be shared and whether you can limit this sharing. Merck implements reasonable and appropriate security measures to protect personal information in accordance with its sensitivity from loss, misuse and unauthorized access, disclosure, alteration or destruction.</p>

Reasons personal information about you could be shared for employment-related purposes	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 law	Yes, where required by law or regulation.	No
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.	No
With companies globally that	Yes, if the business operation is	Generally, no. We have instituted policy,

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<p>provide services on our behalf and in accordance with our instructions (for example, to deliver specific information you have requested)</p>	<p>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.</p>	<p>contractual and administrative mechanisms requiring protection of personal information by other companies that process personal information on our behalf globally.</p> <p>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.</p>
<p>To affiliates* within the Merck &amp; Co., Inc. family of companies globally for everyday business purposes as described in this notice</p> <p><i>*Affiliates are companies related by common ownership or control. Outside of the United States, affiliates of Merck &amp; Co., Inc. generally operate under the names "MSD" or "Merck Sharp &amp; Dohme"</i></p>	<p>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, HR data 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.</p>	<p>Generally, no. We have instituted policy, contractual and administrative mechanisms requiring protection of personal information across our business globally.</p> <p>You may request that we not transfer personal information outside of your country, however, in most cases this will substantially limit the 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 service to you.</p>
<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, subject to written agreements between Merck and those companies, which require those companies to protect confidential information provided to them by Merck.</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>
<p>To companies Merck collaborates with: to use for their own products and services</p>	<p>In rare cases, companies with whom we collaborate, but who are not acting on our behalf, may request that we share human resources data so that they can provide information about their own products and services to you. In such a case we would only share information about you if you provide your express (opt-in) permission for this sharing.</p>	<p>Yes</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 MSD Privacy Officer, write to:

**Tara Eaton, Senior Corporate Lawyer – Australia and New Zealand**

To contact the Merck 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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