

Merck & Co., Inc. (Kenilworth, NJ, USA) Notice of Data Practices for Employment-Related Purposes

FACTS	<p>This Notice provides a comprehensive overview of the practices of Merck & Co., Inc. (Kenilworth, NJ, USA) 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 the company, and its affiliates have Personal Information as a result of the relationships those individuals have with employees.</p> <p><i>This Notice is not intended to replace other notices or consents provided by our company or its affiliates to employees, contingent workers or others in accordance with national and local laws and regulations or for specific programs. In the event of any conflict between notices or consents required by local law and this Notice, the notices or consents required by local law will prevail.</i></p>
Our Approach	<p>At Merck & Co., Inc. (Kenilworth, NJ, USA) – also known as Merck Sharp & Dohme (MSD) outside of the U.S. and Canada, our approach to privacy begins with our values. 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, we continue to determine that important business efficiencies can be achieved by consolidating information about our 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 our facilities in the USA or with third parties who host applications for us. The primary company 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 our company, however, HtR and those other systems and databases will only collect, receive, use and share human resources data in accordance with and as permitted by applicable laws, our Global Cross Border Privacy Rules Policy, which is available at http://www.msd.com/privacy/cross-border-privacy-policy/, 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">• staffing (e.g., headcount planning, recruitment, termination, succession planning)• organizational planning and development and workforce management• budget planning and administration• compensation, payroll, and benefit planning and administration (e.g., salary, tax withholding, tax equalization, awards, insurance and pension)• workforce development, talent management, education, training and certification• background checks• performance management• problem resolution (e.g., internal reviews, grievances), internal investigations, auditing, compliance, risk management and security purposes• authorizing, granting, administering, monitoring and terminating access to or use of company systems, facilities, records, property and infrastructure• business travel (e.g., limousines, commercial flights, company aviation services, hotels, rental cars)• expense management (e.g., corporate card, expense and grant of authority administration, procurement)• project management• conflict of interest reporting• employee communications• flexible work arrangements• 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)• work-related injury and illness reporting• monitoring and surveillance for industrial hygiene, public health and safety

Effective Date: 31 March 2016.

We 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 our web site at <http://www.msd.com/about/how-we-operate/privacy/transparency-and-privacy.html>.

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<p>Why? (cont'd)</p>	<ul style="list-style-type: none"> • legal proceedings and government investigations, including preservation of relevant data • as required or expressly authorized by laws or regulations applicable to our business globally or by government agencies that oversee our business globally <p>Depending on the location in which you live, local laws may require that you provide specific consent for the collection, use and disclosure of human resources data for some of these purposes. Where required, you may be asked to provide your consent by appropriate and permitted means.</p>	
<p>What?</p>	<p>The types of human resources data 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 our company and the requirements of applicable laws. Examples of this information may include, among other things:</p> <ul style="list-style-type: none"> • contact information (e.g., name, home and business addresses, telephone, fax and pager numbers, e-mail addresses, emergency contact information) • personal information (e.g., date of birth, marital status, birth place, nationality, race, gender, religion, preferred language) • employment, performance, compensation and benefits (e.g., hire date, adjusted service date, action/status codes, employee 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) • education and training (e.g., education level, field and institution; competency assessments; professional licenses and certifications; training courses) • social security number or other national identification number • passport number • driver's license number, vehicle license plate number • bank account information • corporate card number • employment history and letters of recommendation • work restrictions and accommodations • industrial hygiene exposure assessment and monitoring information (e.g., noise dosimetry results) • agreements that you enter into with the Company • computer or facilities access and authentication information (e.g., identification codes, passwords) • grievance resolutions • photographs and other visual images of you <p>The examples provided are not all-inclusive. We also may collect similar or related information.</p> <p>Sensitive data: (e.g., data that reveal race, ethnic origin, religious or philosophical beliefs, health, sexual orientation, political opinions or trade union membership) are collected only where required by law and are used and disclosed only to fulfill legal requirements</p>	
<p>How?</p>	<p>In the section below, we list the reasons that we typically may share human resources data for employment-related purposes, the reasons that we may share this information, and whether you can limit this sharing. We implement 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>	
<p>Reasons personal information about you could be shared for employment-related purposes</p>	<p>Do we share?</p>	<p>Can you limit this sharing?</p>
<p>Reporting to government authorities</p>	<p>Yes, for example, to report safety information about our products.</p>	<p>No</p>
<p>To parties in relevant legal proceedings as authorized by the presiding court or tribunal and otherwise to the extent required</p>	<p>Yes</p>	<p>No, except where required by local law.</p>

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or explicitly authorized by applicable law		
In the event that for business reasons we decide to divest part or all of our 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. (Kenilworth, NJ, USA) family of companies globally for everyday business purposes as described in this notice <i>*Affiliates are companies related by common ownership or control. Outside of the United States and Canada, affiliates of Merck & Co., Inc. (Kenilworth, NJ, USA) generally operate under the names "MSD" or "Merck Sharp & 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, 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.	Generally, no. We have instituted policy, contractual and administrative mechanisms requiring protection of personal information across our business globally. However, where local law 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 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.
To companies we collaborate with: to use for their own products and services	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.	Yes
To other companies we collaborate with solely for	Yes, subject to written agreements between us and those companies,	Yes, where permitted by law. If you request to opt-out of this sharing, however, you will not be

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activities related to products or services jointly offered or developed by us and that company	which require those companies to protect confidential information provided to them by us.	able to work on co-development projects that we undertake with such companies.
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<p>Contact Us</p> 	<p>If you have questions regarding this notice or the personal information we collect, use and share about you, or if you would like to access or update personal information about you in our databases in accordance with your rights under applicable law, please contact us.</p> <p><u>To contact the Privacy Office:</u></p> <p><i>Write to:</i> Privacy Office Merck & Co., Inc. UG4B-24 351 N. Sumneytown Pike North Wales, PA, USA 19454</p> <p><i>Send an e-mail to:</i> Privacy Office</p>
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