# Merck & Co., Inc. Global Privacy Commitment to Contractors, Consultants & Other External Partners

#### This Notice provides a comprehensive overview of the practices of Merck & Co., Inc. and its affiliates with respect to the collection, use and disclosure of personal information about certain external partners. outsourced providers and contractors, consultants and other individuals who are granted routine access to company facilities or systems. **FACTS** This Notice is not intended to replace other notices or consents provided by Merck & Co., Inc. or its affiliates to external partners, outsourced providers and contractors and consultants 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. At Merck & Co., Inc. (Whitehouse Station, NJ, USA) – also known as Merck Sharp & Dohme (MSD), Privacy at 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 Merck global privacy program to support compliance with applicable privacy laws and standards for protecting personal information around the world. Safe Harbor Certification - In 2001, Merck & Co., Inc. first certified its adherence to the Safe Harbor Framework for transfers of personal information about employees and other individuals from the European Economic Area to the United States. A copy of the Merck Safe Harbor Privacy Policy, which also applies to personal information transferred from Switzerland to the U.S., is available at http://www.merck.com/about/how-we-operate/privacy/safe-harbor-privacy-policy.html. Merck collects, receives, uses and shares identifiable information ("personal information") about external partners, outsourced providers, contractors, consultants and other individuals who are granted Why? routine access to company facilities or systems in accordance with and as permitted by applicable laws, and, where applicable, as authorized by applicable government authorities, in connection with our everyday business operations, which may include: authorizing, granting, administering, monitoring and terminating access to or use of Merck systems, facilities, records, property and infrastructure) budget planning and administration invoice processing and payment-related purposes training and certification background checks performance evaluation problem resolution, internal investigations, auditing, compliance, risk management and security purposes project management conflict of interest reporting company communications on-site injury and illness evaluation and reporting, only for those who access Merck facilities monitoring and surveillance for industrial hygiene, public health and safety 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 Depending on the location in which you live, local laws may require that you provide specific consent for the collection, use and disclosure of personal information for some of these purposes. Where required, you may be asked to provide your consent by appropriate and permitted means. 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 relationship with Merck and the requirements of What? applicable laws. Examples of this information may include, among other things: contact information (e.g., name, home and business addresses, telephone, fax and pager numbers, e-mail addresses) personal information (e.g., date of birth, day or year of birth, citizenship, preferred language)

Effective Date: June 3, 2010.

Merck reserves 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 <a href="http://www.merck.com/about/how-we-operate/privacy/transparency-and-privacy.html">http://www.merck.com/about/how-we-operate/privacy/transparency-and-privacy.html</a>.

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- organizational and institutional affiliations
- professional credentials
- roles or positions held with governmental bodies or hospital or payor organizations
- programs and activities in which you participated
- agreements you enter into with the Company
- payment-related information, including social security number or tax identification number and bank account number
- your communications preferences
- education and training
- industrial hygiene exposure assessment and monitoring information (e.g., noise dosimetry results)
- computer or facilities access and authentication information (e.g., identification codes, passwords)
- photographs and other visual images of you

The examples provided are not all-inclusive. Merck also may collect similar or related information.

#### How?

In the section below, we list the reasons that Merck typically may share personal information about external partners, outsourced providers, consultants, contractors and others who are granted routine access to company facilities or systems, the reasons that Merck may share this information, 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.

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	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 &	Yes, as a global company, we	Generally, no. We have instituted policy,
Co., Inc. family of companies globally for everyday business	generally share personal information across our offices	contractual and administrative mechanisms requiring protection of personal information

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& Other External Partners			
purposes as described in this notice  *Affiliates are companies related by common ownership or control. Outside of the United States, affiliates of Merck & Co., Inc. generally operate under the names "MSD" or "Merck Sharp & Dohme"	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, personal information about you will be available to those with whom you are working, who may be located in another country.	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 Merck collaborates 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 personal information 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 activities related to products or services jointly offered or developed by Merck and that company	Yes, subject to written agreements between Merck and those companies, which require those companies to protect confidential information provided to them by Merck	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.	
		e personal information Merck collects, uses and or update personal information about you in	

Contact Us



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 Privacy Office:

Write to:
Merck Privacy Office
Merck & Co., Inc.
WS3B-85
One Merck Drive
Whitehouse Station N

Whitehouse Station, NJ, USA 08889-0100

Send an e-mail to:
<a href="Merck Privacy Office">Merck Privacy Office</a>

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