Employment Checks Consent Form

**By signing this form you consent to the collection, use, disclosure and retention of your personal information for purposes related to your job application as described in this document.**

1. **What are Employment Checks?**

Novartis uses relevant Employment Checks for external candidates and may perform relevant checks if an existing Novartis associates apply for another position within Novartis.

The procedure of verifying information for potential associates is defined as an “Employment Check”.

As a minimum, Personal Identity checks are required for all potential Novartis associates. The successful completion of Employment Checks relevant to the position is a prerequisite prior to employment and/or internal transfer.

Employment Checks are done in compliance with the respective country laws and regulations.

The term “Novartis” refers to any company belonging to the Novartis group of companies.

1. **Why do we conduct Employment Checks?**

Employment Checks are carried out to verify an applicant’s suitability for the job applied for and to ensure Novartis recruits candidates with the appropriate standards of personal and professional integrity¹.

1. **What personal information about me may be collected?**

Only information that is relevant to the job for which you have applied may be collected. The companies and its representatives may also collect and verify personal background information about you, professional standing, verification of education qualifications and licenses, employment history, credit history, driving record, criminal record, social media or other available information from public and other sources in accordance with applicable local laws and regulations. Novartis requires you to consent to the Candidate Data Privacy Statement from its Application Tracking System when you apply for a job. Novartis will not contact your current employer without your consent.

1. **How will my personal information be used and retained?**

Novartis will conduct the checks using the information you provided as well as information obtained through other sources. Upon employment, Novartis will retain the results in your personnel HR folder (or as soft copy in your eFile folder). Candidate records of the Employment Check are retained in line with applicable local laws and regulations.

1. **Where will your personal information be retained and who is responsible for it?**

Novartis manages your personal information in compliance with applicable local laws and regulations. Novartis also requires its third party suppliers, who may process personal information on its behalf, to ensure the same level of protection as Novartis does. Please get in touch with your Novartis Staffing/HR contact if you have further questions on how we handle your personal information.

1. **Who is involved in this process and who will see my personal information?**

This process will be initiated and coordinated by your Novartis Staffing/HR point of contact. The checks will be carried out by Novartis or a third party supplier acting on behalf of Novartis. Only authorized personnel have access to your information during the checking process and the subsequent retention period.

1. **Access to your personal information**

You are permitted to enquire in accordance with applicable local laws as to the nature of the personal information stored or processed about you by Novartis. Additionally, you are entitled to require access to such personal information. You may require appropriate rectification, erasure or blocking of your personal information if processing is not in compliance with applicable local laws or if your personal information is incomplete or inaccurate. If you have any queries in relation to your personal information, please get in touch with your Novartis Staffing/HR contact.

**Informed Consent**

I confirm that I understand the purpose and I agree to the Employment Check on my personal information as outlined above.

I hereby authorize and agree to assist Novartis or any authorized third party supplier acting on behalf of Novartis, to verify the information provided by me to the extent permitted by law, in connection with my application for employment with Novartis.

I consent to Novartis, or any authorized third party supplier acting on behalf of Novartis, holding and processing both electronically and manually the personal information that it collects for the above mentioned purposes and only for the duration permitted by applicable local laws and regulations.

By electronically submitting this form, I intend and agree that it has the same effect as my written signature.

(Print name)

(Wet ink signature) (Place, date)

**If you are using a paper version of this consent form, please sign the form and return it by e-mail to your Novartis Staffing/HR contact.**