

Pacira Biosciences, Inc.
Global Data Privacy Notice for Staff

Issued: July 18th, 2019

1. Introduction

Pacira Biosciences, Inc. and its subsidiaries ("Pacira", "we" or "us") have issued this Global Data Privacy Notice to describe how we handle personal information that we hold about our staff and job applicants (collectively referred to as "**you**"). The term "**staff member**" includes those who work on a non-permanent basis, including contingent workers, temporary and contract workers, independent contractors, consultants, professional advisors, secondees and interns.

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. This Notice sets out the personal information that we collect and process about you, the purposes of the processing and the rights that you have in connection with it.

If you are in any doubt regarding the applicable standards, or have any comments or questions about this Notice, please contact us at the contact details in Section 10 below.

2. Types of personal information we collect

In the course of your employment at Pacira, or when making an application for employment, we may process personal information about you and your dependents, beneficiaries, referral providers and other individuals whose personal information has been provided to us.

The types of personal information we may process include, but are not limited to:

- Identification data – such as your name, gender, photograph, date of birth, staff member IDs.
- Contact details – such as home and business address, home and work telephone/email addresses, emergency contact details.
- Employment details – such as job title/position, office location, employment contract, performance and disciplinary records, grievance procedures, sickness/holiday records.
- Background information – such as academic/professional qualifications, education, CV/résumé, criminal records data (for vetting purposes, where permissible and in accordance with applicable law).
- National identifiers – such as national ID/passport, immigration/visa status, national insurance number, social security numbers (US only).
- Spouse & dependents information (this may include name, date of birth, address, gender), marital status.

- Financial information – such as banking details, tax information, withholdings, salary, historical pay information, benefits, bonuses, expenses, company allowances, pension payments, stock and equity grants.
- IT information – information required to provide access to company IT systems and networks such as IP addresses, log files and login information. Device data such as IP addresses, cookie data, device identifiers and similar device-related information; geolocation data. For further information on how IT information is processed, please refer to Information Technology Security Policy (ITS-POL-0004).

If you are a contingent worker, the type of personal information we process is limited to that needed to manage your particular work assignment with Pacira.

Special category data includes any information that reveals your racial or ethnic origin, religious, political or philosophical beliefs, genetic data, biometric data for the purposes of unique identification, trade union membership, or information about your health/sex life ("**Special Category Data**"). As a general rule, we try not to collect or process any Special Category Data about you, unless authorized by law or where necessary to comply with applicable laws.

However, in some circumstances, we may need to collect, or request on a voluntary disclosure basis, some Special Category Data for legitimate employment-related purposes: for example, information about your racial/ethnic origin, gender and disabilities for the purposes of equal opportunities monitoring, to comply with anti-discrimination laws and for government reporting obligations; or information about your physical or mental condition to provide work-related accommodations, health and insurance benefits to you and your dependents, or to manage absences from work.

In addition to collecting your personal information directly from you, we may also collect your personal information from third parties, for example, where we use recruitment service providers, where we contact third parties to obtain work references or where we carry out background or criminal record checks (where permissible and in accordance with applicable laws) either ourselves or using third party providers.

3. Purposes for processing personal information

(i) Recruitment purposes

If you are applying for a role at Pacira, then we collect and use this personal information primarily for recruitment purposes – in particular, to determine your qualifications for employment and to reach a hiring decision. This includes assessing your skills, qualifications and background for a particular role, verifying your information, carrying out reference checks or background checks (where applicable) and to generally manage the hiring process and communicate with you about it.

If you are accepted for a role at Pacira, the information collected during the recruitment process will form part of your ongoing staff member record.

If you are not successful, we may still keep your application to allow us to consider you for other suitable openings within Pacira in the future.

(ii) Employment or work related purposes

Once you become a staff member at Pacira, we collect and use this personal information for the purpose of managing our employment or working relationship with you – for example, your employment records and contract information (so we can manage our employment relationship with you), your bank account and salary details (so we can pay you), and details of your spouse and dependents (for emergency contact and benefits purposes). We will collect and use your personal information for other human resources and personnel management purposes, such as pension management and administration, on boarding, termination of employment, scheduling and recording time, performance reviews, compensation and benefits, and training.

We process our staff members' personal information through a global Human Resources Management system ("**HR System**") provided by a third party, which is a tool that helps us to administer HR and staff member compensation and benefits and which allows staff members to manage their own personal information in some cases.

Additionally your professional contact details (such as your name, location, photo, job title and contact details) may be available to other staff in the Pacira Group to facilitate global cooperation, communication and teamwork.

(iii) Other legitimate business purposes

We may also collect and use personal information when it is necessary for other legitimate purposes, such as to help us conduct our business more effectively and efficiently – for example, for general HR resourcing on a global level, IT security/management, accounting purposes, planning and allocating work or financial planning. We may also process your personal information to investigate violations of law or breaches of our own internal policies.

(iv) Law-related purposes

We also may use your personal information where we consider it necessary for complying with applicable laws and regulations, including collecting and disclosing staff member personal information as required by law (e.g. for tax, health and safety, anti-discrimination laws), under judicial authorization, or to exercise or defend the legal rights of the Pacira global group of companies.

Your personal information may also be used where necessary to comply with applicable laws for the purpose of the prevention of crimes or for the disclosure of personal data to government institutions and supervisory authorities, including tax and labor authorities.

4. Who we share your personal information with

We take care to allow access to personal information only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this Notice and that the security and confidentiality of the information is maintained.

(i) Transfers to other group companies

As mentioned above, we will share your personal information with other members of the Pacira group around the world in order to administer human resources, staff member compensation and benefits at an international level on the HR System, as well as for other legitimate business purposes such as IT services/security, tax and accounting, and general business management.

(ii) Transfers to third party service providers and referees

In addition, we make certain personal information available to third parties who provide services to us or individuals who we need a reference from. We do so on a "need to know basis" and in accordance with applicable data privacy law.

For example, some personal information will be available to third party companies who provide us with IT hosting, HR software, employee surveys, payroll support, relocation, tax and travel management services.

(iii) Transfers to other third parties

We may also disclose personal information to third parties on other lawful grounds, including:

- To comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process, including, but not limited to, a subpoena, government audit or search warrant
- In response to lawful requests by public authorities (including for national security or law enforcement purposes)
- As necessary to establish, exercise or defend against potential, threatened or actual litigation
- Where necessary to protect the vital interests of you or of another person
- In connection with the sale, assignment or other transfer of all or part of our business
- With your consent.

5. Legal basis for processing personal information (EEA staff only)

If you are a staff member in the European Economic Area, our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.

However, we will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with you (i.e. to administer an employment or work relationship with us), or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms (see examples of our legitimate interests in Section 3 above). In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person.

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact us using the contact details provided at Section 10 below.

6. Transfer of personal information abroad

Our business processes increasingly go beyond the borders of one country. This globalization demands not only the availability of communications and information systems across the Pacira group, but also the worldwide processing and use of information within the Pacira group. We may therefore need to transfer personal information to countries other than the ones in which the information was originally collected. When we export your personal information to a different country, we will take steps to ensure that such data exports comply with applicable laws. For example, if we transfer personal information from the European Economic Area to a country outside it, such as the United States, we will implement an appropriate data export solution such as entering into EU standard contractual clauses with the data importer, or taking other measures to provide an adequate level of data protection under EU law. You may request a copy of relevant EU standard contractual clauses or information on the other applicable safeguards.

7. Data retention periods

We retain personal information we collect from you only as long as is necessary to carry out the purposes described in this Notice or to comply with applicable legal, tax or accounting requirements. Generally this means your personal information will be retained until the end of your employment, employment application, or work relationship with us plus a reasonable period of time thereafter to respond to employment or work-related inquiries or to deal with any legal matters (e.g. judicial or disciplinary actions), document the proper termination of your employment or work relationship (e.g. to tax authorities), or to

provide you with ongoing pensions or other benefits. We are required to keep certain pension scheme records, pay records and tax documents for a minimum of 6 or 7 years in certain jurisdictions such as the UK and US.

If you make an unsuccessful application to us, we may keep your information on file for future openings. You can opt out of this at any time using the contact information below.

8. Your data privacy rights (EEA staff only)

If you are in the European Economic Area, you can request to exercise the following data protection rights:

- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided at Section 10 below.
- In addition, if you are a resident of the European Union, you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided at Section 10 below.
- If we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority. (Contact details for data protection authorities in the European Economic Area, Switzerland and certain non-European countries are available [here](#).)

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

9. Updates to this Notice

This Notice may be updated periodically to reflect any necessary changes in our privacy practices and the top of the Notice will show when it was most recently updated. If the changes are significant, we will inform you on the intranet or by company-wide email. We encourage you to check back at this website periodically in order to be aware of the most recent version of this Notice.

10. Contact details

For the purposes of European data protection laws, the data controller of your personal data is Pacira Biosciences, Inc and the local Pacira entity employing you.

Please address any questions or requests relating to this Notice to Dataprivacy@pacira.com or the HR department.