



INCYTE PRIVACY NOTICE INCYTE BUSINESS CONTACTS UNITED STATES

We use this Privacy Notice to tell you what personal information we collect from you when you interact with us in the course of business, when visiting Incyte facilities, when fulfilling contract or consulting (individual service provider) roles, or as employees of our business partners. For more information about the collection of your personal information, please contact privacy@incyte.com. For information about how your personal information is treated when it is transferred to another location, please see the applicable Privacy Notice posted on our website for that location.

When we collect your personal information:

- We take or require appropriate technical, physical, and organizational measures (such as multifactor password authentication, encryption, access restriction, etc.) to protect your personal information from misuse or unauthorized alteration, loss, or access; however, we cannot guarantee that your information, whether during transmission or while stored on our systems or otherwise in our care, will be free from unauthorized access or that loss, misuse, destruction or alteration will not occur;
- We collect and use your personal information only for the purpose(s) for which we collect it;
- We only collect the personal information that we need; and
- We keep your personal information up to date and ensure that it is accurate.

This Privacy Notice is effective April 1, 2022.

What personal information do we collect and use and why?

We collect and use the following personal information:

1. Building Visitors

- Contact Information: Your name; email address, and telephone numbers, signature;
- Your job title and employer (if applicable to your visit)
- A standard photo of you for access purposes (if required);
- Records of surveillance cameras, if applicable and as per local legislation; and
- Your fingerprints in order when you access an Incyte building with this capability, if applicable and as per local legislation.
- We collect and use this personal information directly from you or during the course of your visit, our systems, to the extent necessary for the pursuit of Incyte's legitimate interests to manage business operations and for the security of its property, reputation, customers, employees, and third parties.
- We keep and use your information for as long as necessary for the administration of our relationship and for history of our interactions, but longer than three years after your visit.

2. Contractors/Non-HCP Consultants



- **During Your Work for Incyte**
 - Contact Information: Your name; professional email address, professional email address and telephone number, and personal email address and telephone number (as applicable);
 - Payment and/or bank details (for those with direct contracts with Incyte).
 - Job/position: Contract title and description; Incyte contracting entity name; branch/unit/department; Job location; status and type of contract (full time/part time); actual hours worked for Incyte, start and termination dates, hourly rate, and employer/agency;
 - Meetings attended; recordings of those meetings (in compliance with image and voice rights); and materials presented or used;
 - Department specific, corporate, and compliance trainings attended and related certificates;
 - Department specific, corporate, and compliance policies and procedures read;
 - Video or photographs of you in a larger group of employees and contractors as part of corporate projects and company activities such as an annual yearbook or company event;
 - IT System identifiers: System-ID; LAN –ID; system-passwords; software- or other licenses; and device identifiers for devices provided by Incyte;
 - Log details internal databases and drives;
 - Emails and email content created by or received by you where such emails contain your personal information;
 - Instant messages created by or received by you where such messages contain your personal information;
 - Records of electronic content created by or accessed by you using Incyte systems and Incyte-owned devices;
 - Monitoring records of general activity in systems including downloads to USB and uploads to cloud storage services to prevent loss of and unauthorized access to data;
 - A standard photo of you for access card purposes;
 - Records of surveillance cameras, if applicable and as per local legislation;
- Your fingerprints in order when you access an Incyte building with this capability, if applicable and as per local legislation; and
 - Use of your access card to Incyte premises.
- We collect and use this personal information directly from you, your employer, or in our systems during the course of your work for Incyte, to the extent necessary for the pursuit of Incyte’s legitimate interests to manage business operations and for the security of its property, reputation, customers, employees, and third parties. If you are under contract directly with Incyte, we collect and use the personal information provided by you (1) in performance of a contract with Incyte; and (2) for legal proceedings, investigations, and questions from competent authorities relating to our contract with you.
- We keep and use your information for as long as necessary for the administration of our relationship but for history of our interactions, no longer than three years after the last contact with you. In some of the areas you may support during your contracted work for Incyte, your personal information may be legally required to be kept for longer than three years in which case your personal information will be kept for that required time period instead.
- **When You Give Your Consent**
 - From time to time we may ask for your consent to collect certain personal information from you. You will receive more detailed information on what we want your consent to collect and what it will be used for at that time. In cases where we explicitly rely on your consent or where we mark the provision of data as optional you are not obliged to provide us with the



data and in not doing so, your contracted role with Incyte will not be placed in jeopardy.

3. Third-Party/Vendor/Business Partner Employees

- Contact Information: first name; last name; professional address; professional e-mail address; professional telephone numbers;
- Job title and description and employer;
- Information specific to our professional interactions such as meetings, meeting notes, and audio or visual recordings;
- System Identifiers: System-ID; LAN –ID; system-passwords; software- or other licenses; and device identifiers for any devices provided to you by Incyte;
- Log details of internal databases and drives for access provided to you by Incyte;
- Emails and email content sent to you from Incyte or sent by you to Incyte where such emails contain your personal information;
- Instant messages sent to Incyte by you where such messages contain your personal information;
- Records of electronic content created by or accessed by you (if accessed) using Incyte systems and Incyte-owned devices;
- Monitoring records of general activity in Incyte systems (if accessed) including downloads to USB and uploads to cloud storage services to prevent loss of and unauthorized access to data;
- We collect and use this personal information directly from you, your employer, or in our systems during the course of your interactions with Incyte, to the extent necessary for the pursuit of Incyte’s legitimate interests to manage business operations and for the security of its property, reputation, customers, employees, and third parties.
- We keep and use your information for as long as necessary for the administration of our relationship but for history of our interactions, no longer than three years after the last contact with you. In some of the areas you may support during your interactions with Incyte, your personal information may be legally required to be kept for longer than three years in which case your personal information will be kept for that required time period instead.

Do you need to provide us with your personal information?

In certain instances you need to provide us with your personal information in order for Incyte to meet regulatory or legal obligations or where it is necessary for us to enter into a contract with you. In all other instances, you are not obliged to provide us with any personal information.

Who do we share your personal information with?

Your personal information is shared by Incyte with:

- Other companies in the worldwide Incyte Group, wherever located (a list of all Incyte companies is available under: <http://www.incyte.com/contact-us/headquarters.aspx>);



- Third party consultants, service providers, partner companies contracted by or on behalf of Incyte or its affiliates, wherever located;
- Healthcare professional boards, authorities, wherever located;
- Government agencies, regulators, or public authorities, but only when they require us to. In some instances, these government agencies may make your personal information public in accordance with applicable laws or guidelines;
- Publicly online as part of mandatory or voluntary transparency disclosures; and
- Where required by institutional policy or government entity, to your employer.

Where is your personal information used or stored?

Depending on your relationship with Incyte, we may transfer your personal information:

- 1) To other countries: your personal information may be transferred to Europe, Switzerland, Japan, the United Kingdom, India, and China; and
- 2) Within the worldwide Incyte group of companies as identified above.

How is your personal information kept secure?

We use a combination of commercially reasonable physical, technical, and administrative safeguards to protect the personal information we collect from you. When your personal information is shared, Incyte will take a reasonable approach to prevent the unauthorized use or disclosure of personal information.

While we use these precautions to safeguard your personal information, please be aware that no security measures are perfect or impenetrable. We cannot guarantee the security of the networks, systems, servers, devices, and databases we operate or that are operated on our behalf. Please use caution when submitting any personal or other sensitive information to us online.

What if the personal information is relating to a minor?

Incyte does not knowingly collect personal information directly from minors—persons under the age of 16, or another age of a minor as defined by law—other than when required to comply with the law or for safety or security reasons. If you are a parent or guardian of a minor who has provided personal information without your knowledge or consent, you may submit a request to remove the minor's information by emailing us at privacy@incyte.com.



What if you're an individual with a disability and want to get this Privacy Notice in an alternative format?

Incyte is committed to ensuring that our communications are accessible to individuals with disabilities. To submit accessibility-related requests or report barriers to accessibility, please use the contact information below.

Who can you contact about Privacy at Incyte?

If you have any questions about our privacy policies or practices, we encourage you to contact the Incyte Privacy Office:

Attn: Privacy Office
Incyte Corporation
1801 Augustine Cut-off
Wilmington, Delaware 19803
833-919-0687
privacy@incyte.com



CALIFORNIA RESIDENTS ONLY

If you are a resident of California, please read this section to learn more about the California Consumer Privacy Act of 2018 (CCPA) and how it applies to the personal information collected and used by Incyte as described in this Privacy Notice.

What are my rights?

Individuals who are California residents and whose information is covered by the relevant provisions of the CCPA may have the following privacy rights:

- to request disclosure of personal information we collect and share about you during the 12-month period preceding our receipt of the request, including:
 - the categories of personal information we've collected about you;
 - the categories of sources from which we collected the personal information;
 - the business or commercial purposes for which we collected or sold the personal information
 - the categories of third parties with which we shared the personal information;
 - the categories of personal information that we have shared with service providers who provide services to us;
 - the specific pieces of personal information we collected; and
 - the categories of personal information (if any) that we have sold about you, the categories of third parties to which we have sold that information, and the category or categories of personal information sold to each third party
- to request deletion of personal information we have collected about you; and
- to request that Incyte not sell your personal information.
 - Under the CCPA, California consumers also have the right to request that their information not be sold for value. Currently, we do not sell or disclose your information to third parties for monetary or in-kind compensation. However, if this practice changes in the future, we will provide updated information via this Privacy Notice and provide instructions on this page to submit a request to stop selling your personal information.

You also have a right not to be discriminated against for the exercise of the privacy rights conferred by the CCPA. If you exercise any of the rights explained in this Privacy Notice, we will continue to treat you fairly and not discriminate against you on the basis that you have exercised such rights.

There may be some types of personal information that can be associated with a household (a group of people living together in a single home). Requests for access or deletion of household Personal Information must be made by each member of the household. We will verify each member of the household using the verification criteria explained below. If we are unable to verify the identity of each household member with the degree of certainty required, we will not be able to respond to the request. We will notify you to explain the basis of our denial.



Who can you contact regarding your rights?

If you are a California resident, to exercise your CCPA rights to request access or deletion of personal information that Incyte collects or shares about you, please contact Incyte at privacy@incyte.com or toll free at 833-919-0687.

For requests for access or deletion, we will respond to you or your authorized agent's request in writing, or orally if requested, as soon as practicable and in any event generally not more than within 45 days after receipt of your request. We may extend this period to 90 days and, in the event that we do extend the period, we will explain to you or your authorized agent why we did so.

If you are legally entitled to such rights, you may designate an agent to submit a request on your behalf. The agent can be a natural person or a business entity that is registered with the California Secretary of State. If you would like to designate an agent to act on your behalf, you and the agent will need to comply with our agent verification process. You will be required to verify your identity by providing us with certain personal information, depending on the nature of the information you require, which we will endeavor to match with information we maintain about you. Additionally, we will require that you provide us with written confirmation that you have authorized the agent to act on your behalf, and the scope of that authorization. The agent will also be required to provide us with proof of the agency relationship, which may be a declaration attesting to the agent's identity and authorization by you to act on their behalf, signed under penalty of perjury. If the agent is a business entity, it will also need to submit evidence that it is registered and in good standing with the California Secretary of State. Information to identify and verify your agent can be submitted through the same mechanism and at the same time that you submit information to verify your identity. Please note that this subsection does not apply when an agent is authorized to act on your behalf pursuant to a valid power of attorney. Any such requests will be processed in accordance with California law pertaining to powers of attorney.

To respond to your requests, we will ask you for at least two pieces of personal information and, for requests for specific pieces of personal information, we will ask you for at least three pieces of personal information. The information we require may vary depending on your relationship to us, and may include your full legal name, residential address, email address, phone number, as well information we may have on file about you. If you are requesting on behalf of another consumer, we may request additional information from you and/or the consumer to verify their identity. In all cases, we endeavor to match the information we receive for the purpose of verification to information we maintain about you. If we are unable to verify your identity using this process we will provide you with a response explaining so and what additional action you may take to ensure we can successfully verify your request.

California Shine the Light

California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits California residents to annually request, free of charge, information about the personal information (if any) disclosed to third parties for direct marketing purposes in the preceding calendar year. No information is shared with third parties for their own marketing purposes.