

Novartis Candidate Data Privacy Statement

What happens to my Information?

The personal information (Information) you submit in your application to the [Novartis Group Company to which you are applying \(Novartis\)](#) will be hosted and stored on behalf of Novartis Pharma AG by Kenexa BrassRing LLC, a Delaware limited liability company with its principal office located at 343 Winter Street, Waltham, MA USA (or its successor or substitute).

How is my Information used?

Your Information, such as name, address, work history, etc. collected on this site, may be accessed and used by Novartis as well as by any other [Novartis Group Company in other countries](#) worldwide for recruitment purposes only as well as by third parties (such as agencies and IT system suppliers) assisting the Novartis Group companies in the recruitment process. Therefore your Information may be transferred from your home country to other countries around the world, including countries which may not provide an adequate protection of your Information as provided in your country. We will nevertheless seek to ensure that information transferred to Novartis Group Company databases in such countries are adequately protected.

If your application is successful, your Information may be processed for personnel administration and management purposes.

How long is my Information retained?

In the event that your application is not successful, the Information you submit in your application, will be retained in the candidate database for a period of 12 months since you last loaded a resume/CV, or longer if you are still being considered for an open position. Recruiters at [Novartis Group subsidiaries and affiliated companies worldwide](#) will be able to access your Information and may contact you should a suitable opening arise. If your resume/CV is being presented to Novartis by a recruitment agency the Information submitted by the agency will be retained for a period of 24 months since submission, or longer if you are being considered for an open position. If you have applied for a position based in the United States, your Information will be retained for a period of 36 months (or longer if required by law) after the recruitment process for that position has been completed – this applies to information submitted by yourself and/or by a recruitment agency on your behalf.

How do I update or delete my Information?

If you wish to delete your information, please [click here to email us](#). You may resubmit new information with updated details at any time on our website.

Who is responsible for my Information?

Novartis Pharma AG, incorporated under the laws of Switzerland, having its registered offices in Basel, Switzerland as well as the [Novartis Group Company to which you are applying](#) control and are responsible for your personal information. If you have questions or concerns about the use of your personal information, please [click here to contact us](#).

[Novartis Company Group Privacy Policy](#)