

# Privacy policy for job applications

## 1. General information

This privacy policy explains how Ergon Informatik AG processes your personal data when you apply for a job at Ergon Informatik AG. Processing of your personal data means the collection, storage, management, use, transfer, disclosure or erasure of your personal data.

Data protection is a matter of trust, and your trust is important to us. We respect your privacy. We also want to ensure that your personal data is protected and processed lawfully.

## 2. Nature of personal data collected and purpose of data processing

Among other things, we may collect and process the following personal data when you submit an application to us:

- Your name and contact details (e.g. your first and last name, email address, telephone number, town/city, postcode, country of residence, nationality);
- Data from your application documents (e.g. CV, cover letter, qualifications, expertise, career information, skills and professional experience);
- Company data for internal applications (e.g. email address);
- If you would like to provide additional information to better tailor your application to the requirements set out in the vacancies advertised as part of the service, we may collect additional personal data.

The data is processed exclusively for recruitment and hiring purposes.

## 3. Disclosing data

Within Ergon Informatik AG, employees involved in the application process have access to your personal data.

In addition, personal data will be disclosed to external service providers (e.g. [www.recruitee.com](http://www.recruitee.com)) for the purposes described in this privacy policy. Our service providers are contractually obligated to process personal data exclusively on our behalf and according to our instructions. To ensure that data is processed in a permissible manner, we have concluded a data processing contract with this provider.

Other statutory uses (e.g. in court proceedings) remain reserved.

## 4. Protection of personal data

We have put technical and organisational security procedures in place to safeguard the security of your personal data and to protect your personal data from unauthorised or unlawful processing and/or unintentional loss, alteration, disclosure or access. However, you should always be aware

that the transfer of information over the internet and using other electronic means involves certain security risks, and that we cannot guarantee the security of information transferred in this way.

## **5. Retention**

We will erase your data after 12 months, unless you have been hired or have submitted a new application in the meantime.

If you agree, we will store your profile in our talent pool so that we can inform you of future opportunities and process your personal data in relation to filling vacancies at Ergon. You can revoke this consent at any time. The data contained in profiles included in the talent pool will be erased after 12 months. Once this time has elapsed, we must obtain your consent once more to store your data for longer if necessary. In addition, we reserve the right to use all data for the purpose of analysing anonymised statistics. Your data will not be processed beyond that.

## **6. Your rights**

You have the right to assert your data protection rights at any time and to receive access to the personal data we store about you, to rectify or supplement your personal data, to object to or restrict the processing of your personal data or to request that we erase your personal data. We reserve the right to communicate with you electronically (in particular by email) in this regard.

## **7. Contact**

If you wish to assert your rights in relation to your personal data or have any questions or concerns regarding our personal data processing activities, you can contact us by emailing [privacy@ergon.ch](mailto:privacy@ergon.ch). We will strive to answer your questions or concerns promptly on receipt.