

## **Data protection declaration for applicants**

Thank you for your interest in a position at Loepfe Brothers Ltd., based in Wetzikon. Before you send us your application documents, we would like to inform how we process your personal data as part of the application process by means of this "Data protection declaration".

This privacy policy is based on the provisions of the Swiss Data Protection Act (DSG). It applies to you and your personal data as an applicant for a position in our company.

Our company, which has advertised the position for which you are applying, is the controller of the data processed in accordance with this privacy policy. If you have any questions in connection with the processing of your personal data, please contact the following address: [compliance@loepfe.com](mailto:compliance@loepfe.com).

This privacy policy applies to natural persons who apply for a position in our company. This applies regardless of whether the application is completed in our online portal or whether you apply by e-mail or letter.

Our company only processes personal data that is required to assess your suitability for the position for which you are applying. This includes the following personal data in particular:

- Contact details such as surname, first name, address, e-mail address, telephone number, date and place of birth, gender, marital status, citizenship or nationality;
- This also includes information that you submit with your application, such as details in your letter of application, CV, educational certificates and other information that you provide to us (e.g. education, academic and professional qualifications, previous employment, personal skills, photos);
- Information provided by third parties, such as details from official registers, references and information from public and professional networks;
- Information that you have disclosed to us in the selection process or, for example, that has resulted from the job interview or assessments. If job interviews are conducted by telephone or video conference, they may be recorded.
- If you are already employed by our company, we may use information that we have due to your previous employment relationship.

If you also provide us with special categories of personal data with your application, we may process this personal data (e.g. health data).

For more information and a description of further processing, please refer to our general privacy policy at [www.loepfe.com](http://www.loepfe.com).

### **We process your personal data only for the following purposes:**

- **Recruitment:** We process personal data in order to assess whether you are qualified for the position for which you are applying and to carry out further checks (e.g. nationality).
- **Employment contract:** If your application is successful, we process personal data in order to conclude and execute an employment contract with you. If a process requires your consent as part of the contract processing, we will obtain your consent in advance. The provisions of the privacy policy for employees also apply.

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#### **Loepfe Brothers Ltd.**

In principle, only persons (persons in HR and possible supervisors) who are involved in the recruitment process in relation to the position for which you have applied will have access to your personal data.

**We may also share your personal data with third parties in the following circumstances:**

- IT service providers (e.g. operators of services in connection with video interviews, data storage, cloud services, data analyses, etc.);
- other external bodies (e.g. official registers, credit rating agencies or recruitment agencies).

With the exception of the circumstances mentioned above or if disclosure is necessary for the fulfilment of legal obligations or the exercise or defence of legal claims, your personal data will only be shared with third parties with your consent. It is possible that your personal data may also be located abroad, e.g. in the EU or the EEA (European Economic Area) or in countries whose legal system does not provide for the same comprehensive protection of your personal data as in Switzerland, the EU or the EEA. If we disclose your personal data to recipients in such countries, we always conclude a data transfer agreement to ensure adequate protection of your personal data.

We only store your personal data for as long as it is necessary for the application process and for the purposes stated in this privacy policy. Personal data collected in a telephone or video interview will be deleted after a certain period of time in compliance with the statutory provisions. If you have given your consent, we will use your personal data to contact you for any future job offers, provided that we have a legitimate interest in retaining your data or for as long as retention is required or permitted by applicable law. If no employment contract has been concluded with you, your personal data will be deleted or anonymised after 6 (six) months at the latest.

We take appropriate technical and organisational measures to protect your personal data.

Subject to the limits provided for by applicable law, you have the following rights:

- You can request access to your personal data processed by us
- You can request the rectification or erasure of inaccurate personal data
- You can request that the personal data you have provided to us be returned to you or transmitted to a person of your choice in a structured, commonly used and machine-readable format.
- You can also withdraw your consent if you have consented to us processing your personal data.
- You then have the right to lodge a complaint with a data protection authority about the way in which we have used your personal data.

You are not obliged to provide us with personal data. However, we cannot accept and process your application without personal data.

This privacy policy may be amended at any time. The version in force at the time of submission of your application will apply.