

# DATA PROTECTION NOTICE FOR APPLICANTS

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Approval: SLSP Board of Directors

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## 1. Introduction

The following information is intended to provide you with an overview of the processing of your personal data by SLSP AG and inform you of your rights under the Swiss Federal Act on Data Protection (FADP). Data controller within the meaning of the FADP:

SLSP AG  
Kasernenstrasse 77 A/B  
8004 Zurich  
Switzerland  
Email: [privacy@slsp.ch](mailto:privacy@slsp.ch)  
Website: [www.slsp.ch](http://www.slsp.ch)

For enquiries relating to your personal data, please contact the aforementioned office in writing by letter or email.

## 2. General information

The processing of personal data is governed by the applicable legal provisions. We would like to point out that data transmission on the internet or communication by email may be subject to security vulnerabilities. The complete protection of data against access by third parties is not possible. Data protection is important to us. SLSP AG and our partners have taken the necessary organisational and technical measures to ensure the confidentiality of your application.

## 3. Purpose and scope of data processing

We only process the data you provide to assess and select suitable candidates. Data is processed to establish an employment relationship as part of pre-contractual measures that take place in response to your application.

Saved data:

- Title/gender, first name, surname
- Correspondence data (postal address, email address, telephone number)
- Application documents (photo, cover letter, CV, training and further education qualifications, employment references, etc.)
- Other data in the application process (e.g. references, extracts from police records and debt collection registers, email correspondence)

The data can be used for statistical purposes, whereby no conclusions can be drawn about individual persons. Your data will only be processed within the scope of the declaration of consent. This consent can be withdrawn at any time.

In the event of the assertion of legal claims and defences in connection with employment law disputes and official proceedings, we process the personal data required for the specific proceedings. In these situations, your personal data may also be disclosed to external lawyers. In such a case, they are also obliged and entitled to disclose your data to the competent courts and authorities.

## **4. Legal basis**

The legal basis for the processing of your personal data is in particular the Swiss Federal Act on Data Protection (FADP; SR 235.1) and the Swiss Code of Obligations (OR; SR 220).

## **5. Duration of data storage**

Applicants' personal data will be stored for the duration of the application process and deleted after six months at the latest. Upon completion of the application process, all data will be irrevocably deleted in the event of a rejection. You will not be notified of the deletion of data.

In the event of the commencement of a contractual relationship, the data protection notice for employees will henceforth apply and your personal data, or an extract thereof, will be added to your personnel file.

If we are unable to offer you a suitable position at the time of your application, we reserve the right to add your application to a talent pool. You will be informed of this and can request the deletion of your data at any time. Data in the talent pool is stored for a maximum of 12 months and then deleted.

## **6. Security**

We take all necessary security measures in line with the current state of the art to prevent unauthorised access and unauthorised disclosure, modification or destruction of data.

## 7. Data recipients

Your data is only accessible to employees in the HR department and the internal and external persons responsible for the selection. Your data may be passed on to service providers who work for us as processors:

- Recruitment agencies
- Authorities
- Lawyers
- Applicant management software providers
- IT support and maintenance

All service providers are contractually obliged to process your data in the same manner as we are permitted to do, and are obliged to treat your data confidentially.

## 8. Automated decision-making

As a responsible company, we refrain from automated decision-making.

## 9. Rights of the data subject

You have the following rights with regard to your personal data:

- Right of access: You can request a copy of your saved data.
- Right to rectification: You can request the correction of incorrect data.
- Right to erasure: You can request the deletion of your data, provided there are no statutory retention obligations in place.
- Right to data portability: You can request a copy of your data in a standard format.

Once you have given your consent, you can withdraw it at any time. The withdrawal of consent applies to future data processing and has no effect on processing that has already taken place.

If you have any questions or wish to assert your rights, please contact the address given in section 1.

## 10. Place of data processing

As a rule, the data is processed on the IT systems of providers of applicant management software in Switzerland. When processing is carried out by external service providers, we ensure that the data protection requirements are met.

We primarily have your personal data processed in Switzerland and the European Union (EU), but this may occur in any country in the world, depending on the case – for example via subcontractors of our service providers or in proceedings before foreign courts or authorities.

If recipients are located in a country without adequate data protection, we contractually oblige the recipients to maintain a sufficient level of data protection (for this we use the revised standard contractual clauses of the European Commission, including the necessary supplements for Switzerland), unless they are already subject to a legally recognised set of rules to ensure data protection. We may also disclose personal data to a country that does not have adequate data protection without concluding a separate contract for this if we can rely on an exemption clause for this purpose.

## 11. Right to lodge a complaint

You have the right to lodge a complaint with the Federal Data Protection and Information Commissioner (FDPIC) if you believe that the processing of your personal data is not lawful.

FDPIC contact:

Federal Data Protection and Information Commissioner (FDPIC)

Feldeggweg 1

3003 Bern, Switzerland

Website: [www.edoeb.admin.ch](http://www.edoeb.admin.ch)

This data protection notice is reviewed on a regular basis and updated as necessary.

## 12. Changes

This data protection notice is reviewed on a regular basis and updated as necessary. The current version of this document is available on our company website and application platform.