

## Data protection statement - applications

*This document is a translation of the French version.*

*If there is any divergence of interpretation, the French text shall prevail.*

This data protection statement is based on the provisions of the Swiss Federal Data Protection Act (FADP) and the EU General Data Protection Regulation (GDPR). It applies to you and your personal data as a job applicant at our company.

Our company, which has advertised this position, is responsible for the data processed in accordance with this data protection statement. If you have any questions regarding the processing of your personal data, please contact us at the following address: [hr@asyril.com](mailto:hr@asyril.com)

This data protection statement applies to individuals applying for a job at our company, regardless of whether the application is submitted via our online portal, by email, or by letter.

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

- Contact details, e.g. last name, first name, address, email address, telephone number, date and place of birth, gender, marital status, citizenship, or nationality.
- This also includes information that you provide with your application, e.g., information in your cover letter, resume, training certificates, and other information that you make available to us (e.g., training, academic or professional qualifications, previous employment, personal qualifications, photos).
- Information provided by third parties, e.g., data from official registers, references, and information from public and professional networks.
- Information that you have openly provided to us during the selection process or that arises, for example, from the job interview or assessment. If job interviews are conducted by telephone or videoconference, they may be transcribed.
- If you are/have been employed by our company, information that we have due to your previous employment relationship(s) may be used.

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

We only process your personal data for the following purposes:

- Personal research: we process personal data in order to assess whether you are qualified for the job you are applying for and to carry out any further checks related to this job if necessary.
- Employment contract: If your application is successful, we will process your personal data in order to conclude an employment contract with you and to fulfill it. If a procedure within the scope of the contract requires your consent, we will ask for your consent in advance. In addition, the provisions of the data protection declaration for employees apply, if applicable.

In principle, only certain people (HR and any supervisors) have access to your personal data related to the recruitment process for the position you have applied for.

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In the following circumstances, we may also share your personal data with third parties:

- We operate an online application portal, jobup.ch (which HR and members of our company's management team have access to for processing applications).
- IT service providers (e.g., service managers in connection with video interviews, data recording, cloud services, data analysis, etc.)
- Other external agencies (e.g., official registers or employment agencies).

Except for the circumstances mentioned above, or when disclosure is necessary to comply with legal obligations or to assert or defend legal claims, we will only share your personal data with third parties with your consent. It is possible that your personal data may also be stored abroad, for example in the EU or the EEA (European Economic Area), or in countries whose legal systems do not provide the same level of protection for your personal data as that provided in Switzerland, the EU, or the EEA. If we disclose your personal data to recipients in such countries, we generally conclude a data transfer agreement to ensure that your personal data is adequately protected.

We only retain your personal data for as long as is necessary for the application process and for the purposes mentioned in this data protection statement. Personal data collected during a telephone or video interview will be deleted in accordance with legal provisions after a certain period of time. If you have given your consent, we may use your personal data to contact you about future job opportunities, provided that we have a legitimate interest in retaining your data or for as long as such retention is required or permitted by applicable law. If no employment contract is concluded with you, your personal data will be deleted or anonymized after six (6) months at the latest.

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

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

- You may request access to your personal data processed by us.
- You may request the correction or deletion of incorrect personal data.
- You can also withdraw your consent if you have agreed to us processing your personal data.
- Finally, you have the right to lodge a complaint with a data protection authority about how we have used your personal data.

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

Sending your application electronically is your own responsibility and is done at your own risk.

Swiss law applies. The place of jurisdiction is our company headquarters.

This data protection statement may be amended at any time. The version valid at the time of your application is applicable.