

Privacy Notice for Job Applicants

Data protection is a matter of trust, and your trust is a core value of Beyond Gravity. This privacy notice („**Privacy Notice**”) is based on the EU General Data Protection Regulation („**GDPR**”) requirements – even where GDPR does not apply – to ensure a high level of protection for all individuals whose personal data is processed by all legal entities of Beyond Gravity in the frame of a job application procedure, meaning, to the individuals who submit an application for a position at Beyond Gravity, either by filling the application via our online platform or via any other platforms connected with our system solution “SuccessFactors”, by email or by postal letter.

This Privacy Notice describes the processing of personal data by all legal entities of Beyond Gravity, unless specified otherwise, such as additional privacy notices or in a contract.

1. Who we are?

Beyond Gravity (including Beyond Gravity companies and legal entities controlled by Beyond Gravity) is responsible for the processing of personal data according to this Privacy Notice (also referred hereinafter to as “**we**” and/or “**us**”). Each Beyond Gravity company that processes personal data for its own business purposes acts as a data controller. For example, if you interact with a company about a matter concerning that company, it will be the controller of the personal data processed in parity with your request. The Beyond Gravity company that has advertised the position you apply for (the potential employer), is the controller with regard of the data processed in accordance with this Privacy Notice. A detailed list of the different Beyond Gravity companies and their contact details is available at www.beyondgravity.com/en/imprint.

For further information on how Beyond Gravity processes your data, please refer to our General Beyond Gravity Privacy Notice available at www.beyondgravity.com/en/privacy.

If you have any questions or requests in relation to the processing of your personal data, you can contact directly the respective company (whose contact details are on the job advertisement) or our Data Protection Team at data.protection@beyondgravity.com.

2. Which personal data do we process and for what purposes?

“**Personal data**” is the information relating to yourself (or from which you may be identified). We only process the personal data we need to assess your suitability for the position you apply for. This may include the following personal data in particular:

- contact details submitted with your application such as name, address, email address, telephone number, date and place of birth, gender, marital status, citizenship, or nationality, and other supporting documents,
- information submitted with your application(s) such as information from your application letter, CV, certifications and any additional information that you provide to Beyond Gravity (e.g. education, academic and professional qualifications, employment history, skills, eligibility to work / work permits, current salary and benefits information, photographs and, as far as may be required by local legislation, personal identification documents, social security number (e.g. AHV) and social security card and other supporting documents),
- information from third parties such as information from official registers (e.g., credit history or criminal records checks), references from former employers or other credentials, and information from public, professional and social networks (this may include performance and conduct information, absences, disciplinary and grievance information, last salary and any other related information), as well as any checks we may make to verify information provided or background checks, incl. third party reference information (as permitted under applicable law),

- information submitted or generated in the selection process such as from interviews or assessments (e.g., eligibility to work or test results), records of communications and interactions we have had with you. Where interviews are conducted over the phone or via a video conference, such interviews may be recorded,
- if you are already employed by a Beyond Gravity company, we may also use information that we already have on the basis of your previous employment,
- if you are visiting our premises, a video recording (CCTV¹ footage) of your image and likeness might be obtained. For details, please refer to our separate Privacy Notice on video recording available at www.beyondgravity.com/en/privacy.

If your application contains special categories of personal data, we may also process such data (e.g., health data (for example, medical condition, disabilities), should you include it in your application documents), data concerning trade union membership and data concerning administrative and criminal convictions).

If you provide us with **special categories of personal data** (e.g., sensitive personal data), we will process these on the basis of your consent (article 9 para. 2 let. a GDPR). In addition, we may also use your personal data in anonymous form for statistical purposes.

Your application profile (user accounts) will be automatically saved on our application platform. Therefore, we may use cookies and other technologies in order to process information when you visit the online platform (e.g., your IP address, the duration of your visit, the number of visits and the pages accessed by you). Please refer to our General Beyond Gravity Privacy Notice available at www.beyondgravity.com/en/privacy for further information, including on how you can prevent the use of cookies.

You are under no obligation to provide personal data to Beyond Gravity. However, we will be unable to accept and process an application without processing personal data as we may not be able to assess your suitability for the vacancies you applied for.

The mentioned personal data is collected and processed by us solely for **purposes** of the job application process. We may process your personal data only for the following purposes:

- **Recruitment:** we may process your information to evaluate if you are a qualified candidate for the job you apply for and to create and maintain employment records; and
- **Employment contract:** regarding successful applications, we may process personal data in order to conclude and process an employment contract with you.

3. On what legal bases do we process your personal data?

We may process your personal data:

- for our legitimate interests (article 6 para. 1 let. f GDPR), e.g., the interest in an efficient application management or the interest in safeguarding or distributing legal claims,
- for the preparation and, if applicable, the conclusion of an employment contract (article 6 para.1 let. b GDPR),
- for compliance with legal requirements (article 6 para. 1 let. c GDPR), e.g., for trade compliance purposes. As our company operates in a highly regulated sector in several countries worldwide and as our customers are subject to some or even stricter regulations as well, we must ensure compliance with the applicable laws and regulations. For this reason and in specific cases, your personal data may be processed for, and you may be subject to a background check. To conduct such a check, we might use third-party providers, authorized by us. For details on how we may share your data with third parties, please refer to the respective section below and to our General Beyond Gravity Privacy Notice. Such background checks will only be conducted under the defined process provided by law. We will use this data for the purpose it was collected, handle it confidentially and securely retained for a limited period of time, required by applicable laws,

¹ Closed Circuit Television“, broadly known as video monitoring

- based on your consent (article 6 para.1 let. a GDPR), where such consent was obtained separately (e.g., while you enter our application system for the first time). Where a processing activity requires additional consent (e.g., before we ask former employers for references) we will obtain your consent in advance,
- if it is necessary for the establishment, exercise, or defense of legal claims.

We do not intend to use your personal data for purposes other than those listed above. Otherwise, your prior consent will be obtained.

4. Who may have access to your personal data?

In principle, only persons who are involved in the selection of job applicants regarding the job opportunity you have applied for, and the possible subsequent conclusion of the employment contract have access to your personal data, in particular HR personnel and potential supervisors within the responsible Beyond Gravity company.

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

- as we share a centralized applicant platform, other Beyond Gravity companies within the Beyond Gravity may view applicants' last names, first names and e-mail addresses. This only applies to the information mentioned and not to the application files,
- IT service providers (e.g., operators of application and storage services in relation to video interviews, data storage, cloud services, data analytics, etc.),
- other third parties (e.g., official registers, credit agencies or employment agencies).

Except as indicated above, we will share your personal data only with third parties with your separate consent or if disclosure is necessary to comply with legal obligations or ascertain or defend legal claims.

The recipients of your personal data may be located abroad, including in countries outside of Switzerland, the EU or the EEA (the European Economic Area) that may not have laws protecting your personal data to the same extent as the laws in Switzerland, the EU or the EEA. If we disclose your personal data to a recipient in such a country, we usually enter into the European Commission's standard contractual clauses (available [here](#)), to ensure data protection level and safeguards required by the applicable law. For more details on this topic, please refer to our General Beyond Gravity Privacy Notice available at www.beyondgravity.com/en/privacy or contact the Beyond Gravity Data Protection Team at data.protection@beyondgravity.com directly.

5. How long do we retain your personal data?

We retain applicant information for no longer than necessary for the application process and the purposes set out in this Privacy Notice. Personal data collected in a telephone or video interview will be deleted after a dedicated period of time in accordance with and permitted by the applicable law. If you have agreed for, we may also retain your personal data to contact you about future job opportunities, if 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 is concluded with you, your personal data (incl. both candidate profile and application details) will be automatically deleted or anonymized in the system after six (6) months. If your application is in a disqualified status when the profile is deleted, the application details will also be made anonymous in the system after the application retention period has expired.

6. How do we protect your personal data?

We take appropriate technical and organizational measures to protect your personal data and we continually adapt these measures to ongoing technological developments. We make sure that our service providers which process your application have corresponding standards and that your data is stored in secure encrypted databases according to the current state of the art.

7. What are your rights with respect to your personal data?

You have certain rights under applicable data protection laws, in particular the following rights, in each case as set forth and within the limits of applicable law:

- **Right of access:** You are entitled to a copy of the personal information we hold about yourself and certain details on how we use it. Your personal data will usually be provided to yourself in writing, unless otherwise requested, or where you have made the request by electronic means, in which case the information will be provided to you by electronic means where possible. If you make a subject access request and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity.
- **Right to rectification:** We take reasonable steps to ensure that the information we hold about yourself is accurate and complete. However, if you do not believe this is the case, you can ask Beyond Gravity to update or amend it.
- **Right to erasure:** In certain circumstances, you have the right to ask Beyond Gravity to erase your personal information, for example where the personal information we collected is no longer necessary for the original purpose or where you withdraw your consent. However, this will need to be balanced against other factors (e.g., we may have legal and regulatory obligations, which means we cannot comply with your request).
- **Right to restriction of processing:** In certain circumstances, you are entitled to ask us to stop using your personal information, for example where you think that the personal information, we hold about yourself, may be inaccurate or where you think that we no longer need to use your personal information.
- **Right to data portability:** In certain circumstances, you have the right to ask that we transfer personal information that you have provided to us to another third party of your choice.
- **Right to object:** You have the right to object to processing, which is based on our legitimate interests, which is the case here. Unless we do have a compelling legitimate ground for the processing, we will no longer process the personal data on that basis when you file an objection. Note however, that we may not be able to provide certain services if we are unable to process the necessary personal data for that purpose.
- **Rights relating to automated decision-making:** You have the right not to be subjected to automated decision-making, including profiling, which produces legal effect for yourself or has a similar significant effect. We generally do not use automated decision-making or profiling in the employment context, but if you have been subject to an automated decision and do not agree with the outcome, you can directly contact the Beyond Gravity Data Protection Team and ask us to review the decision.
- **Right to withdraw consent:** In most cases, we do not base the processing of your personal data on your consent. However, it may happen that we ask for your consent in specific cases. In case we do this, you have the right to withdraw your consent to further use of your personal information. To withdraw your consent, please contact the Beyond Gravity Data Protection Team. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law. In addition, if you withdraw consent, it will not affect the lawfulness of what we have done before such withdrawal.
- **Right to lodge a complaint:** You have the right to lodge a complaint with a supervisory authority. The supervisory authority of your country of residence will generally be competent for a complaint and will also provide advice or direct you to another supervisory authority.

To exercise these rights, please contact directly the Beyond Gravity Data Protection Team at data.protection@beyondgravity.com. Please note that these rights are subject to certain conditions and may be subject to exceptions.

8. Contact details

If you have any questions or would like to exercise your rights in relation to the processing of your personal data, please contact directly the Beyond Gravity Data Protection Team at data.protection@beyondgravity.com.

Physical requests may be sent to:

Beyond Gravity Services AG

Global Data Protection Officer

Bahnhofplatz 10b

3011 Bern

Switzerland

or to each respective Beyond Gravity company in its role as Data Controller. A detailed list of the different Beyond Gravity companies and their contact details is available at www.beyondgravity.com/en/imprint.

9. Changes to this Privacy Notice

This privacy notice may be changed by us unilaterally from time to time, in particular if we change our data processing or in case of new legislation. Please refer often to this page for the latest information and the effective date of any changes. The version published on this website is the current version. The version in force when you submit your application is the applicable version. Changes to the Notice shall not apply retroactively.