



## Privacy Notice for the Job Portal

### 1. General

At our website, we give you the option to find out about job vacancies and apply for them in our Job Portal. This Privacy Notice is intended to inform you as a visitor to our Job Portal and applicant about the nature, scope and purpose of the collection and processing of your personal data by us, SCHILLER AG. It applies in addition to the General Privacy Policy of SCHILLER, which is available to you at [www.schiller.ch](http://www.schiller.ch).

Personal data (hereinafter referred to as “data”) means any and all information concerning an identified or identifiable natural person as well as information serving to determine a person and which can be allocated to a person such as e.g. name, address, e-mail address, phone number, location data, IP address. Special categories of personal data which are subject to special regulations concerning their process are, for example health data or data disclosing your racial and ethnical origin, your political opinions, religion or beliefs or your trade union membership as well as genetic and biometric data for the clear identification of a natural person (hereinafter referred to as “sensitive data”).

### 2. Controller of data processing

The controller who, alone or jointly with others, decides on the purposes of and means for processing your data is:

SCHILLER AG  
Altgasse 68  
6341 Baar

### 3. Data protection officer or data protection advisor and representative

SCHILLER AG, Altgasse 68, 6341 Baar  
Phone: +385 98 210 942  
E-mail: [dataprotection@schiller.ch](mailto:dataprotection@schiller.ch)

### 4. Data processing when you use our Job Portal – purpose, legal basis, duration of the storage

#### 4.1. Contact and unsolicited applications

When you contact us by e-mail or by using a contact form, the data you provide, in particular your e-mail address, first name and surname, as well as, if applicable, your phone number, date of birth and nationality and other information you provide to us, as well as your personal request, will be stored and processed by us in order to answer your questions or to process your request.

If you send us an unsolicited application by e-mail or contact form, we will process your application like an application that reaches us via the Job Portal. Your data will be processed in the applicant management system applied by us. We will use your information for a specific job or for a period of six (6) months to offer you relevant vacancies (if any) that match your professional qualifications.



Please note that for reasons of data security, no application documents should not be sent by unencrypted e-mail.

Legal basis for the processing of this data is our legitimate interest in answering your questions or processing your request. If your contact is aimed at concluding an employment contract, as in the case of an unsolicited application, the additional legal basis for processing is taking steps prior to entering into a contract which we take at your request.

We erase your data after contacting you, provided that the storage is no longer necessary, the purpose of your contact has been fulfilled, you have objected to the processing, you have withdrawn your consent or we have been able to solve your request satisfactorily, unless there are legal retention obligations or further data processing is justified by another permissible condition.

#### **4.2. Data processing when visiting our Job Portal**

Our Job Portal uses cookies. These are small text files that are stored on your terminal device. Your browser accesses these files. Functional cookies are used for using the Job Portal, which are necessary for the transfer of your data and documents from our Job Portal to our applicant management system. For more information, please see our Cookie and Plug-ins Policy.

In addition, data is collected that your browser transmits to the servers of our website provider and that is stored as server log files. These are the following data, among others:

- Domain you visit
- IP address of your terminal device
- Date and time
- Website from which you were referred
- Operating system of the terminal device you use
- The browser used for access as well as all information from the “user agent” which the browser transmits to the server
- Data quantity transmitted

If personal data is processed, such will be collected for a legitimate interest and serves to ensure that a connection can be made to our provider, but also for statistical purposes and to improve our Job Portal. Furthermore, this data can be used in the following cases – for legitimate interests:

- When clarifying support cases
- To analyse technical problems
- For safety-related clarifications
- In suspected cases of illegal use

The log files are recorded centrally and erased automatically after 45 days, on the platform of our Job Portal provider, unless their retention is required beyond this period for evidence purposes, for example for use as evidence before authorities or courts for illegal use of our website. They are excluded from erasure until the final resolution of the respective incident and can be retained until a final decision or judgment.

Please refer to our Privacy Statement at <https://www.schiller.ch/en/privacy-statement> for information on how and what other data is collected when you visit the website (e.g. through other



cookies, web beacons or the use of other technical means) and on how this data is evaluated (e.g. through analysis and tracking tools) as well as on further processing.

No disclosure or other use of the data will take place, unless it is necessary to pursue our claims, to fulfil the intended purpose or to comply with legal obligations.

Please note that you can set any common internet browser so that you are informed when cookies are being placed and so that you can decide individually for each cookie, for cookies for certain cases or in general if you want to accept them or not. Each browser differs in the way it manages cookie settings. Refer to the help menu of each browser for explanations on how to change your cookie settings. It is not ensured that you are given full and unlimited access to all functions of this website if your browser does not allow cookies.

We use FriendlyCaptcha to protect our Job Portal against automated access (“Bots”) and spam. This procedure checks whether the entry is made by a natural person. Technical information (e.g. anonymised IP address, time stamp, browser data) is transmitted to the servers of FriendlyCaptcha. Processing takes place in Switzerland or in the European Economic Area. For more information, see FriendlyCaptcha’s Privacy Policy at <https://friendlycaptcha.com/legal/privacy-end-users/>

#### **4.3. Your application via the Job Portal**

In order to be able to submit applications via this Job Portal, each applicant can enter data as provided in the application form. All entered data is stored and processed. Your data will be used exclusively for the processing of your application, if permitted, and your application data will be processed strictly separately from other data. The information you provide in the application form includes:

- Name, first name
- Address, country
- Nationality
- Date of birth
- Phone number
- E-mail address

Depending on the job advertisement, further application documents containing personal, even sensitive data, in particular photographs, cover letters and CVs (with photograph), may be transmitted as well as professional qualifications or employment certificates, which you can provide to us electronically.

**Please note, in particular, that sensitive data contained in the application, such as information on marital status, health data (with the exception of a possible capacity as a severely disabled person if you want to disclose the data to us based on your free will), trade union membership, conclusions on ethnic origin or religion, are expressly undesirable. If you nevertheless disclose them to us in the context of your application, this will be done on the basis of your express consent, which you can withdraw at any time with effect for the future. We will not consider such sensitive data when evaluating your application.**

All data will be stored for the purpose of processing the application process with regard to your potential employment. Such will be evaluated and processed, where permitted, for communication



with you, for the verification of qualifications and suitability, for a potential interview and for the assessment of whether or not an employment relationship will be established.

For this purpose, the stored data is processed in the applicant management system we apply. The HR department as well as the line managers and their representatives who are potentially responsible for the application will be given access to your data in this system.

When you apply for a job, you provide your information voluntarily and only the data necessary for processing your application will be requested (mandatory data are identified by an asterisk \*). All other information is optional.

When you submit a fully completed application form (with attached files), the content you provide will be sent so that it can be recorded in our applicant management system. Before the content is recorded, it is transmitted to our hosting provider, DeepCloud AG, Abacus-Platz 1, CH-9300 Wittenbach for temporary storage so that it can then be processed in our applicant management system. This temporary storage takes place in Switzerland and is necessary for technical reasons.

All content will be automatically erased by our hosting provider either immediately (storage max. 15 minutes), provided that the download and transfer into our applicant management system has been made without error message, otherwise not later than 30 days after the upload of your data and documents into our Job Portal.

After you have successfully submitted your application, you will receive an automatic confirmation by e-mail that your application has been received on the Job Portal. If you do not receive it, please contact us using the contact details provided above or re-submit an application.

If you provide us with references as part of the application process, we assume that, if such information contains data of a natural person, you have received their consent to the processing of their data by us. We will only ask for these references after your consent, which we will obtain separately.

The legal basis for processing your data is your consent and, if applicable, your express consent when sensitive data is processed, when steps are taken prior to entering into a contract, which is carried out on your request, as well as for the safeguarding of our legitimate interests in the performance of an efficient applicant management.

For the text of potential consents that you can give in the application form see the end of this Privacy Notice. You may withdraw a consent you have given, at any time with effect for the future. You may object to processing based on legitimate interests at any time. For more details, please see our Privacy Policy at <https://www.schiller.ch/en/privacy-statement> or at "Your Rights."

If the application process does not lead to you being hired, we will erase your data not later than three (3) months after notification to you of the completion of the application process, unless a longer retention period is prescribed by law, unless we may need to store your data for the purpose of fulfilling legal obligations or for the purpose of defending or asserting legal claims. Our legitimate interest then lies, for example, in an obligation to provide evidence in a discrimination procedure.

If you have consented to any further processing of your data, we will store and process your data in accordance with the consent given by you.



If the application process leads to you being employed, your data will be transferred to the human resources master data and a personnel file within the scope of the employment relationship and will be processed in accordance with the legal regulations for the employment relationship.

The data you provide us with must be accurate, complete, up-to-date and not misleading. Otherwise, we may not consider your application or we may draw appropriate legal consequences after you have already been hired.

## **5. Disclosure of the data or access to data**

In certain cases, we may disclose your data or access your data.

Recipients of the data may transmit data to persons involved in the application within Schiller Group.

Likewise, data may be passed on or accessed for the implementation of our applicant management if external service providers process the data on our behalf within the framework of an order relationship.

We have commissioned the hosting provider, DeepCloud AG, Abacus-Platz 1, CH-9300 Wittenbach as an external service provider for the temporary storage of data and files from our Job Portal. They will process your data only for the purpose of transferring the content from our Job Portal into our applicant management system and for providing the related services and functionalities.

We carefully select and commission any and all external service providers. Such are bound by our instructions and monitored on a regular basis. They will only receive data to the extent that is necessary for the performance of the specifically agreed order processing. On request, we will provide information about our other engaged service providers.

Otherwise, the data will only be passed on or otherwise disclosed to uninvolved third parties if legal provisions permit or provide for this, if they are necessary for the fulfilment of legal obligations or if we have been given your consent to do so.

## **6. Publication of our job advertisements on other platforms – data input using the “Apply with...” button**

In addition to using the Job Portal on our website, you may also see a job advertisement of our company on the following platforms, among others:

- Jobs.ch
- Monster
- Stepstone.de
- Prospective
- LinkedIn

If you use the link provided in the job advertisement, you will immediately be redirected to the servers of our website provider. Data will then be processed to the extent described above.

You may also use our “Apply with...” function buttons. If you have already stored data on another platform, you give your authorisation that such data can be imported into our application form when



clicking on the corresponding button. You may still adjust the data in the application form before uploading.

For more information on the purpose and scope of the data collection and data processing on the other platforms, please refer to the privacy notices of the respective provider. You will also find further information about your rights and potential settings to protect your privacy.

## **7. Decisions based solely on automated processing, use of AI services**

During the application process, data is used to evaluate personal aspects of an applicant as part of the processing according to certain criteria. We use such evaluations to make a prediction of suitability for the employment. However, the decision on employment is made by the competent line managers and employees of the HR department.

As a rule, no decisions based solely on fully automated processing are made in the application process that would have any legal effect on you or would significantly affect you in a similar way. We will inform you in advance, should such an event take place in individual cases and ensure lawful data processing.

To analyse your documents, we use the CV parsing of Textkernel B.V. based in the Netherlands upon receipt of your application, whereby this data processing takes place on a server solution in Germany. For more information on how Textkernel processes data, please refer to Textkernel's privacy policy. CV parsing enables data and information to be quickly extracted from CVs so that such can be entered in the application form and then be filed in the right place in the applicant management system. This saves time for you and us. If you upload your CV in our application form and select the respective consent checkbox, your CV will be sent to CV parsing and the data from it will be automatically completed as a next step on the application form. CV parsing enters the transmitted data into the form and in the next step you can check all data filled in by CV parsing and correct them if necessary. You may consent to the use of CV parsing and withdraw your consent at any time with effect for the future. Data processing carried out up to such time will retain its legitimacy on the basis of your prior consent.

## **8. Duration of storage and erasure of data**

As a rule, your data will be processed and stored for as long as is necessary and permissible for the purposes for which we have received the data. This means that we will retain your data for as long as we are in a relationship with you after contacting you or since you are an applicant or future employee, for as long as you have given us the consent for storage, for as long as there are (possible) obligations or if such exist toward us, for as long as there is a legal obligation to retain or document, if this requires a special legal situation as regards legal disputes, limitation periods or official investigations or for as long as it was communicated to you when such data was collected.

After exercising your right of withdrawal or objection, after the stated purposes has been achieved or after expiry of existing retention periods under tax or commercial law, other legal or contractual storage obligations and deadlines, we will erase your data or anonymise it or, if permitted, restrict its processing, unless you have consented to a further use of your data or a further use of data as permitted by law or contract has been expressly reserved by us, about which we inform you accordingly.



Information on the erasure of data in connection with a visit to our website (such as the use of cookies, web beacons and other technical means as well as analysis and tracking technologies) can be found in our privacy policy at <https://www.schiller.ch/en/privacy-statement>.

## 9. Data security

We take data protection very seriously and treat your data confidentially and in accordance with legal regulations. To this end, we have taken technical and organisational measures to ensure an adequate level of protection. These measures might include ensuring the pseudonymisation and encryption of personal data, safety measures in relation to the confidentiality, integrity, availability and resilience of the systems, the ability to restore the availability of and access to the data in a timely manner in the event of a physical or technical incident as well as the regular testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing. These measures protect your data against loss, misuse, alteration or destruction and unauthorised access according to the state of the art. The safety standard is constantly adapted to the latest technological developments. Our employees and engaged service providers are committed to confidentiality and act within the scope of our instructions.

Under certain circumstances it might be possible for e-mails to be transmitted in unencrypted form (i.e., immediately readable without requiring you to decrypt them first), especially if you are unable to retrieve even encrypted e-mails. Such unencrypted e-mails are at greater risk than encrypted e-mails, which is why we expressly advise you not to send any confidential information such as application documents.

When using the application form, your data will be encrypted according to the current state of the art when such are sent. Our online offer including our job portal are secured (https). Keep in mind that any data transfer via the Internet might always be subject to some security vulnerabilities.

## 10. Your rights

Under the data protection law applicable to you, you are entitled to the following rights with regard to your data, insofar as we have been able to properly establish your identity:

- Right of access
- Right to rectification or erasure
- Right to restriction of processing
- Right to object against the processing
- Right to be informed
- Right to data portability/return and transfer of data

In addition, you have the right to assert your claims in court and to complain to a data protection supervisory authority about the processing of your data by us.

We will comply with your request for erasure, unless it conflicts with an obligation to retain data or we need the data to assert, exercise or defend our legal claims.



You may withdraw your consent to the processing of your data at any time with effect for the future. Such withdrawal will not affect the lawfulness of the processing based on the consent before its withdrawal.

If we base the processing of your data on our legitimate interests or those of a third party after a weighing of interests, you may object to such processing. In such a case, we will examine your objection and either cease or adapt the data processing or show you our compelling legitimate interests, for which we would like to continue the processing. Those have to outweigh your interests, rights, and freedoms, or any such processing has to serve the establishment, exercise or defence of legal claims.

You are not obliged to provide us with your data. However, certain features of our online offering may not be available to you or may only be available to a limited extent if you do not provide any data. In addition, it might happen that no employment relationship can be entered into with you without corresponding data.

If you have any questions about data protection or if you would like to exercise your rights, withdraw your consent or object to data processing, please contact:

SCHILLER AG, Altgasse 68, 6341 Baar  
Phone: +385 98 210 942  
E-mail: dataprotection@schiller.ch

## **11. Amendment to this Privacy Notice**

This Privacy Notice is subject to periodic review and, if necessary, may be amended at any time with future effect without notice in the event of legal or technical changes or due to new or revised data processing, in accordance with applicable regulations. For this reason, please read this Privacy Notice at regular intervals in order to learn about possible amendments.

## **12. Wording of the consents that can be given in the application form**

You should give your consent voluntarily. You have the right to withdraw your consent(s) at any time with effect for the future. Data processing carried out up to such time will retain its legitimacy on the basis of your prior consent.

Consent with regard to sensitive data (such as health data, marital status, trade union membership, religious beliefs, ethnic origin, health or religion):

“I expressly consent to the processing of sensitive data (such as health data, marital status, trade union membership, religious beliefs, a photo with conclusions on ethnic origin, health or religion) contained in the attached documents or in the application form. This is the only way for the application in its present form to be considered. These data will not be considered in the evaluation of my application, unless there is a legal obligation to do so – especially for severely disabled people. I am not obliged to give my consent and may submit an application instead that has been cleared of the sensitive data without this having any effect on my chances in the application process. The consent can be withdrawn at any time with effect for the future. For more information refer to the Privacy Policy at <https://www.schiller.ch/en/privacy-statement>.”



Consent to uploading a photo for inclusion in the applicant management system:

“I expressly agree that a photo I have uploaded will be added to the applicant management system. Insofar as the photo might provide any indication as to my ethnic origin, religion or health (e.g. skin colour, headgear, glasses), my consent also applies to such information. I am not obliged to give my consent. If I do not want to submit this, I may erase the photo from the application form or not upload it at all. The consent can be withdrawn at any time with effect for the future. In such a case, my photo will be erased from the applicant management system. For more information refer to the Privacy Policy at <https://www.schiller.ch/en/privacy-statement>.”

Consent to use CV parsing:

“CV parsing can be used to populate my CV information in the application form and in the applicant and employee management system. By selecting the checkbox, I expressly consent to its use. The data contained in such can be stored in these systems. If my CV contains any indication on sensitive data (e.g. religion, health), my consent also applies to such sensitive data. The consent can be withdrawn at any time with effect for the future. For more information refer to the Privacy Policy at <https://www.schiller.ch/en/privacy-statement>.”

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