

# Candidate Data Protection Policy

Thank you for your interest in working at UNISERS. We take your privacy seriously and are committed to protecting your personal data, in line with the Swiss Data Protection Act (DSG) and, where applicable, the GDPR. This policy applies to anyone applying for a position with us.

**Who's Responsible for Your Data?** UNISERS AG is responsible for processing your personal data. If you have any questions, you can reach us at: [info@unisers.ch](mailto:info@unisers.ch).

**What Data We Collect** We only collect data necessary to assess your application, including:

- Contact details (name, address, email, phone number, citizenship or nationality etc.)
- Information you submit with your application documents (CV, cover letter, references, etc.)
- Any data from interviews or assessments, including recordings of video interviews if applicable
- Information from third parties (references or professional networks)
- Special categories of personal data you provide us with your application (such as health data)

For more information, please refer to our general privacy policy at <https://unisers.ch/privacy-policy/>.

## Why We Use Your Data

- **Recruitment:** To evaluate if you're the right fit for the role.
- **Employment Contract:** If hired, we'll process your data to create your employment contract. If needed, we'll ask for your consent for certain processes.

**Who Sees Your Data?** Your data is shared only with people involved in the recruitment process (HR, hiring managers). In some cases, it may also be shared with:

- Our Employer of Record (EOR) for employees hired outside of Switzerland, who may have access to certain personal data, such as your name, email address, and basic contact details, in connection with the hiring process. However, this does not include your full application file unless specifically required for employment purposes.
- IT service providers (e.g., for video interviews)
- External bodies (e.g., official registers or recruitment agencies)

We may transfer data abroad, including to the EU, EEA, or other countries. If we do, we'll ensure appropriate safeguards are in place to protect your data.

**How Long We Keep Your Data** We retain your personal data only as long as necessary for the application process or as required by law. If your application isn't successful, your data will be deleted or anonymized within 6 months. If you've given consent, we may keep your data to contact you about future opportunities.

**Your Rights** Under the DSG and GDPR, you have the right to:

- Request access to your data
- Request corrections or deletions
- Receive your data in a portable format
- Withdraw your consent at any time
- Lodge a complaint with a data protection authority about the way your data was used

Please note that without your personal data, we can't process your application.

We may update this policy from time to time. The version that applies is the one in effect when you submit your application.