

## **Career site and jobs platform of the BKW Group, career newsletter**

### **Privacy policy for applications for vacancies at companies in Switzerland**

Thank you for your interest in the BKW Group. Protecting your privacy is important to us. The following privacy policy explains which of your personal data we process when you visit our career site or our jobs platform and when you apply online for a vacancy with a BKW Group company. You can find an overview of all of BKW Group companies at [www.bkw.ch](http://www.bkw.ch).

#### **1. Registration and data processing on the career site and jobs platform of the BKW Group**

##### **1.1 Newsletter**

Our newsletter gives you regular updates on current vacancies and the latest developments at the company and other career opportunities at the BKW Group. You can subscribe to the newsletter by registering as a user (creating a candidate profile). When you register, you can define criteria for the information you would like to receive from us.

You can subscribe to the newsletter even if you don't register. To do so, simply provide your email address.

Email job notifications are sent by the third-party provider prospective media services pms AG, Seestrasse 513, 8038 Zurich, Switzerland. By clicking on the "Subscribe to search" button, you agree to have your email address, along with your selected filter criteria and search criteria, sent to prospective media services pms AG for the purposes of sending job notification emails. You can stop receiving job notifications at any time by clicking the unsubscribe link.

##### **1.2 Applying for vacancies**

You can use this website to submit your application for vacancies at the BKW Group. To do so, we will need more information about you, which you save in an applicant profile along with your candidate profile for each job you apply for. A new applicant profile will be created for each of your applications. Your applicant profile comprises optional and required information.

##### **1.3 Processed data**

We process the data that you send or have sent to us in connection with your application in order to verify your suitability for the position (or, in some cases, for other vacancies at BKW Group companies) and to carry out the application process. This includes, in particular, the following categories of data:

- Master data (such as name, gender, date of birth)
- Contact data (such as address, email address, telephone number)
- Application documents (such as letters of recommendation, CV, photo)
- Details about the current or planned employment relationship (e.g. salary expectations, level of employment)
- Data about your professional history and skills you have acquired (such as training and further education, work experience, additional qualifications)

- Usage data and master data connected with your online application (such as IP address, name of requested file, date and time requested, amount of transmitted data, notification of successful request, web browser).

For the career newsletter, BKW Energie AG processes your contact data and any filter criteria you have selected.

#### 1.4 Test and assessments

When you submit an application, we may ask you to complete online tests or assessments. We use the results of these to evaluate your application and your suitability for the position. They include information about you, various questions specific to the position and standardised test questions.

#### 1.5 Use of your data in the application process

We use your data in the application process to evaluate your application and (for example) in order to contact you to arrange an interview.

Application data is only viewed and processed by people who are involved in filling the position. This includes people from Human Resources, in particular. Line managers do not see your data unless your application is short-listed for a specific position.

#### 1.6 Use of your data in the internal candidate pool

If your skills and qualifications meet the requirements of other vacancies at the BKW Group, we will ask you if we can review your information for those positions.

#### 1.7 Analyses

In addition, we use your data to perform non-personal, statistical analyses to evaluate applicant processes with the purpose of improving the candidate experience and our internal processes.

### **2. No automated decision-making processes**

We do not use any automated decision-making processes when we process your application.

### **3. Profiling**

We do not process any data for profiling purposes.

### **4. Transfer within the BKW Group**

If you apply for a specific position at an affiliate of the BKW Group, it may be necessary for BKW to forward your applicant data to that affiliate while your application is being processed. In such an event, BKW acts as a data processor for that affiliate, and BKW will only use your applicant data in accordance with this privacy policy and the statutory requirements for data processors.

### **5. Transfer to third parties**

We agree not to publish your data or transfer it to third parties except for our cloud and data storage providers, SAP SE, Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany and HR Campus AG, Kriesbachstrasse 3, 8600 Dübendorf, Switzerland.

Our cloud and data storage providers have a contractual obligation to comply strictly with data protection requirements. They have also agreed to handle your data carefully and to not use your data for their own purposes. Our cloud and data storage providers are only permitted to transfer your data to third parties in order to meet their contractual obligations to BKW. They must ensure that these third parties fully comply with data protection provisions.

There is a chance that an IT service provider in a third country (such as the United States or India) might occasionally receive guided, limited access to your personal data while performing remote system maintenance to correct malfunctions. You will be informed of relevant details if this is required by law.

## **6. Data storage**

Our cloud and data storage providers store your personal data at high-security data centres located in Germany and Switzerland (see section 5 above). Your data is transmitted using a secure, encrypted connection. These cloud and data storage providers implement technical and organisational security measures to protect data from intentional and accidental manipulation, unauthorised access, changes, loss and destruction. An independent party regularly audits all security measures and compliance with data protection requirements.

## **7. Your rights**

### 7.1 Right of access

You have the right to request and receive information about which of your personal data a company uses and processes and for what purposes.

### 7.2 Rectification

You have the right to ask the parties who are responsible for your data to promptly correct any incorrect personal data of yours.

### 7.3 Erasure

You have the right to ask the responsible parties to promptly erase your personal data unless applicable data protection provisions stipulate otherwise.

## **8. Retention**

### 8.1 Candidate profile (user account)

The data in your candidate profile (user account) will be stored until you delete your user account. Your data will be anonymised within 24 hours after you delete your candidate profile.

The data in your candidate profile will be automatically deleted or anonymised two years after you last updated it.

### 8.2 Applicant profile

The data in the applicant profile that you created for a specific application will be automatically anonymised one year after the recruitment process ends or you last updated it.

If you are hired, your data will be moved to our personnel information system.

## **9. Management of your account/profile and your personal data**

You can edit, change or delete your personal data in your candidate profile (user account) at any time. You can also replace documents and view and edit your application as well as check the status of your application and withdraw your application. By consenting to have your data processed, you accept that your data will be processed for the purpose described.

If you do not accept this privacy policy, you cannot create an electronic candidate profile or use our HR services.

You can use your candidate profile to manage your consent and your data at any time:

- Correct your personal data, application data and uploaded documents in your candidate profile
- Withdraw an application that you have previously submitted to a BKW Group company
- If you do not accept the privacy policy, your entire candidate profile will be anonymised, all applications that you have submitted will automatically be withdrawn and your application data will be anonymised

## **10. Cookies**

In certain cases, we use cookies. Cookies are small text files that are temporarily or permanently saved on your computer when you visit the website. The main purpose of cookies is to analyse general visitor behaviour in an anonymised way in order to continually improve the website.

Using cookies can make certain login processes easier for you. Browsers can be configured to display a warning on your screen every time a cookie is saved. However, if you wish to dispense entirely with the advantages of personal cookies, it may no longer be possible to use some services or for us to provide them.

## **11. Contact information**

We ask that you exercise your rights with regard to the application process directly with the BKW Group company that you originally contacted or – if, for example, you no longer have their details – with [BKW Energie AG]. Of course, you can also contact any individual BKW Group company. You can find an overview below.

## **12. Legal basis**

Art. 328b Swiss Code of Obligations (CO) and the Swiss Federal Act on Data Protection (FADP) form the basis of this privacy policy, along with the EU General Data Protection Regulation (GDPR) where relevant.

## **13. Date of this privacy policy**

Last updated: 22 March 2021