



AUTOMATION

Privacy Notice of the
LCA Automation AG
for Applicants

Privacy Notice for Applicants

This data protection declaration is based on the provisions of the Swiss Data Protection Act and the EU General Data Protection Regulation. It applies to your personal data as an applicant for a position in our company.

The data processed in accordance with this data protection declaration is processed by our company, which has advertised this position for which you are applying. If you have any questions about how we use your personal information, please email datenschutz@lca.ch.

Please note that this privacy policy applies to natural persons who apply for a job in our company. This applies regardless of whether you submit your application via our online platform or via email or postal mail.

Personal data that is required to assess your suitability for the position for which you are applying is processed by our company. This includes the following personal data:

- Name, surname, first name, address, email address, telephone number, date and place of birth, gender, citizenship or nationality;
- Information you submit with your application, such as your cover letter, CV, educational certificates, and other information, is included in this;
- Information provided by third parties, such as information from official registers, references, and public and professional networks;
- Information that you have disclosed to us during the selection process or that has resulted, for example, from a job interview or assessment. Interviews may be recorded if conducted by telephone or video conference;
- If you are already working for our company, we may use information we have about your previous job.

Special categories of personal data (e.g. health data) may be processed if you provide us with them with your application.

Our general data protection declaration can be found at www.lca.ch/datenschutz.

We only use your personal data for the following purposes:

- Recruitment: We process personal data to determine your eligibility for the position you are applying for and to conduct additional verifications, such as confirming your nationality.
- Personal data is processed to conclude and process an employment contract with you in the event of a successful application. If any process within the framework of contract processing requires your consent, we will obtain your consent in advance.

The provisions of the [data protection declaration](#) that pertain to employees are also applicable.

Only people who are involved in the recruitment process for the position for which you have applied have access to your personal data.

We reserve the right to disclose your personal data to third parties in the following circumstances:

- We operate an applicant portal, which is also accessible to other companies in our group. In this context, applicant names, first names, and email addresses are visible. However, this only applies to the information mentioned, and not to the application files;
- IT service providers (e.g. operators of services related to video interviews, data storage, cloud services, data analyses, etc.);
- Other entities (e.g., government databases, credit rating agencies, or employment agencies).

Your personal data will only be shared with third parties with your consent, unless it is necessary for compliance with legal obligations or the exercise or defense of legal claims. Your personal data may also be located abroad, for example in the EU or the EEA, or in countries whose legal system does not provide for the same comprehensive protection as in Switzerland. A data transfer agreement is usually concluded to ensure adequate protection of your personal data if we disclose it to recipients in such countries.

Your personal data is only kept for as long as it is necessary for the application process and for the purposes stated in this privacy policy. Personal data that is obtained during a telephone or video interview shall be erased after a specified duration in accordance with legal requirements. If you have agreed, we will use your personal data to contact you about any future job opportunities. We will keep your information for as long as we need to or as long as the law requires or allows it. Your personal data will be deleted or anonymized after 6 (six) months if there is no employment contract concluded with you.

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

The following rights are subject to the limits provided for in applicable law:

- You have the option to request access to your personal data that has been processed by us;
- It is possible to request that inaccurate personal data be corrected or deleted;

- The personal data you have provided to us may be returned to you or transferred to a person of your choice in a structured, commonly used and machine-readable format;
- You have the option to withdraw your consent if you have consented to our processing;
- You are also entitled to complain to a data protection authority about the way we have used your personal data.

You are not required to provide us with personal information. However, without personal data, we are unable to accept and process the application.

This privacy policy is subject to change. At the time you apply, the version in effect will be applicable.

Last updated: 17.10.2023