

Privacy policy for the Swisscom job portal

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1. General information

This Privacy Policy applies to all persons who apply for a job with Swisscom Ltd, Swisscom (Switzerland) Ltd or another Swisscom Group company in Switzerland (either “Swisscom” or “we”).

In the privacy policy, you will find information on how we process personal data as part of the application process. “Personal data” is all information that can be associated with a specific person, and ‘processing’ means any handling of it, e.g. obtaining, using and disclosing it. We respect your privacy and your personal rights. That is why the responsible and legally compliant handling of personal data is very important to us.

This privacy policy applies in addition to our existing privacy policy on our website, which informs you how we process your personal data outside of your application, e.g. in connection with your visit to our website. In addition, for all questions relating to the topic of cookies, our [Cookie Policy](#).

2. Who is responsible for processing your personal data?

The Swisscom company for which you are applying is the “controller” for data processing in accordance with this Privacy Policy, i.e. the entity primarily responsible under data protection law.

If you have any questions about data protection, you can contact us as follows:

- Via the [contact form](#) (job portal contact form for all matters except requests for information)
- For requests for information:
 - a. by post: Swisscom (Switzerland) Ltd, Legal & Regulatory, Data Protection, P.O. Box, 3050 Bern (enclosing a copy of your identity card/passport)
 - b. by e-mail: Auskunft.Datenschutz@swisscom.com

3. What data do we process?

We process your application data (e.g. documents that you submit, such as your CV or references, and information that you disclose during interviews or assessments) if they relate to your suitability for the employment relationship or with your separate consent. Information on the purposes of this processing can be found in section 4. You are not obliged to disclose data to us.

If you provide us with data about other persons (e.g. information about reference persons), we assume that you are authorized to do so and that this data is correct. By transmitting data about third parties, you confirm this. Please also ensure that these third parties have been informed about this privacy policy (e.g. by a reference to this privacy policy).

In connection with your application, we process the following personal data about you, insofar as we are or become aware of it:

Master data and contact information: Certain basic data that we require for the assessment, justification and possible execution of an employment contract, including communication with you. This includes, for example, first and last name, home address, telephone number, e-mail address, date of birth, language skills, marital status, work and residence permit, photos and videos, information on hobbies and interests, etc.; where applicable, information on criminal convictions and debt collection, information on political offices, board mandates or other secondary activities;

Data in connection with your current position and the organizational framework conditions for possible employment: Further information about you, your current

employment and the organizational framework conditions, e.g. information on the notice period of the current employment contract, data in connection with your position, professional performance, job content and job satisfaction, desired salary, your motivation, information on special needs in connection with the employment, etc;

Applications, professional career and training and further education: Details of your career, qualifications, training and other data, e.g. CV, details of certificates, diplomas, employment references or confirmations and other details of skills, competencies and qualifications, details of previous jobs and employers, references and their contact details, information from references, information from official registers, details from interviews, assessments and aptitude tests, details of external mandates, offices and functions, etc.;

Salary expectations: Data on remuneration and benefits such as salary level and amount, bonuses, shares, share options, insurance and other benefits;

User account information: User name (login name), password and e-mail address;
Electronic identification data: We may also view publicly accessible, job-related profiles on social media (e.g. via Easy Apply from LinkedIn, XING, own website);

Interaction and usage data: Correspondence, recorded voice messages, date & time of a telephone call, date and time of accessing the job portal, IP address of the end device used, type of end device used, operating system used (e.g. Microsoft Windows plus version);

Information in connection with consents: Insofar as further personal data is processed with your separate consent, we process the corresponding data including the date, object and, if applicable, revocation of your consent.

4. Purposes of processing

We process the data mentioned in Section 3 for various purposes in connection with your job application, in particular for the following purposes:

Checking application documents and the suitability of a job applicant, e.g. verifying your identity as well as your academic achievements or qualifications, assessing suitability for a specific position with us, carrying out assessments, tests or aptitude evaluations (assessments) that are appropriate for the relevant open position, as well as checking references, carrying out background or security checks (if necessary);

Preparation and conclusion of employment contracts, e.g. drafting, negotiating and concluding the employment contract;

Communication in the context of job interviews and application management (in person, by telephone or electronically);

Allocation of a placement bonus: If a person who works at Swisscom has referred you to a job offer via Workday, they can receive information about your applicant status (rejection or job offer) in connection with the placement bonus to which they are entitled;

Quality assurance and improvement of applicant management through statistical analyses of your application data in anonymized, aggregated form (e.g. gender and language, duration of the application process) as well as evaluation of the survey on the application process you have completed;

Combating misuse: This includes in particular evaluations to detect, prevent and eliminate misuse of the job portal

Ensuring business operations and other security purposes, e.g. building security including access controls. Documentation of security incidents, data breaches, complaints, interactions with authorities and third parties and other relevant events and corresponding measures that relate to you or contain information about you;

Investigations and legal proceedings, e.g. the prevention, investigation and prosecution of possible misconduct by a job applicant against the law, including the investigation of complaints, tips and objections, evaluation of monitoring measures and the conduct of investigations, participation in official investigations and proceedings and the assertion, exercise or defense of legal claims.

5. To whom do we disclose personal data?

In principle, only people who are involved in the job application have access to your personal data, in particular Swisscom HR specialists and potential supervisors, possibly future team colleagues (“need-to-know principle”). These persons are subject to a duty of confidentiality and are sensitized to data protection and data security.

We may disclose personal data to other recipients if this is necessary for the stated purposes (section 4) and to the extent permitted by law. These are, in particular, recipients in the following categories:

Former employers and reference persons, e.g. if we check an application and receive information about you in the process (insofar as we have your consent to do so).

Service providers: We work with service providers in Germany and abroad, e.g. IT service providers, maintenance and support service providers or Workday, Inc. as an application management service provider, etc. The privacy policy of Workday, Inc. can be found at <https://www.workday.com/en-us/privacy.html>. As part of their tasks, our service providers may process your personal data. We ensure, through the selection of service providers and through appropriate contractual agreements, that data protection is observed throughout the processing of your personal data. Processing of your personal data is also ensured by such service providers.

LinkedIn, Xing and other social media platforms: You can also apply for a job with us using your social media profile on selected social media platforms. In this case, the respective platform will know that you are applying to us. The social media platforms will then also process data in their own name - the respective privacy policy of the corresponding platform is relevant for this.

Subsidiaries: If your application is considered for a position at another Swisscom subsidiary, we may also disclose personal data to this subsidiary.

Industry organizations and other bodies, e.g. associations, federations, etc., with which you are involved in connection with your current employment relationship;

State authorities and official bodies if we deem it necessary in order to comply with laws and regulations or to check compliance with them, to answer inquiries from the competent authorities (e.g. as part of a criminal investigation) or to participate in official or judicial investigations and proceedings.

Parties involved in legal proceedings, e.g. opposing parties and other parties, experts, witnesses, etc., if we participate in legal proceedings or are considering participation.

6. Do we disclose personal data abroad?

Recipients of data are not only located in Switzerland. This applies in particular to certain service providers. In the context of application management, Swisscom also relies on products and services from manufacturers and suppliers from the European Economic Area ("EEA"; comprising the member states of the EU and EFTA with the exception of Switzerland), who can access application data on Swisscom's systems from abroad or process it at their location abroad as part of their order fulfillment, for example in the provision of maintenance/support services.

Recipients may therefore also be located outside Switzerland, in particular in Germany and Spain, or possibly also in the USA. For example, we may transfer data to authorities and other persons abroad if we are legally obliged to do so or, for example, in the

context of legal proceedings. Not all of these countries currently guarantee a level of data protection equivalent to Swiss law. We compensate for the lower level of protection through appropriate contracts, in particular the standard contractual clauses issued by the European Commission and recognized by the Swiss Federal Data Protection and Information Commissioner (FDPIC). standard contractual clauses. Further information and a copy of these clauses can be found at <https://www.edoeb.admin.ch/de/dokumentation-datenschutz>

7. How long do we store your personal data?

We store your personal data for as long as it is necessary to carry out the specific application process or to comply with legal requirements and for as long as we have a legitimate interest in storing it (e.g. for documentation and evidence preservation purposes and to safeguard and defend legal claims). If we are able to consider you for the position for which you have applied, we will also retain your personal data for the duration of the employment relationship.

Your application data will be stored and processed for as long as is necessary to achieve the purposes for which it was collected. If your application is unsuccessful, we will retain your data from your application for a period of 24 months after your application, provided you agree to this, in order to check your suitability for another position or for purposes in connection with subsequent applications or vacancies and to be able to contact you. Your data will then be deleted. If no consent has been given for this procedure, we will permanently delete your personal data once the application process has been completed. We reserve the right to retain data that we are obliged to keep due to applicable laws and regulations.

8. How we protect your personal data

We take appropriate technical (e.g. access regulations and restrictions) and organizational measures (in particular instructions and directives) to protect your personal data and continuously adapt these to technical developments.

9. What rights do you have in relation to your personal data?

You have certain rights in relation to your personal data processed by us:

Information: You have the right to receive information about your personal data processed by us at any time in writing and in principle free of charge.

Rectification: You can request that we correct, complete or update your personal data at any time and free of charge if it is incorrect.

Objection and deletion: You can also request at any time that we no longer process your personal data and delete it if we are not obliged to continue processing or storing this data and if it is not necessary to process the employment relationship.

Revocation of consent: If we process your personal data on the basis of your consent (see section 3), you can revoke this consent at any time. Such a revocation is only effective for the future.

Some of these rights may not apply in individual cases, and we may be entitled or obliged to restrict or postpone the fulfillment of a right. We will inform you accordingly in such a case. You also have the right to lodge a complaint with the Federal Data Protection and Information Commissioner if you do not agree with our processing of your personal data.

10. Can we change this privacy policy?

We reserve the right to amend this privacy policy at any time. The version published on the job portal applies in each case.

This is a translation from the original German-language document. In the event of a legal dispute, the German version shall prevail.