

Privacy policy for applicants at localsearch - jobs portal

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1. General information

This Privacy Policy applies to all persons who apply for a job with Swisscom Directories Ltd (either “localsearch” or “we”).

In this privacy policy for applicants, you will find information on how we process personal data as part of the application process, in particular for applications submitted via the jobs portal. “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 for applicants applies in addition to our existing [privacy policy on our website](#), which informs you how we process your personal data outside of your application. In connection with your visit to our website, you will find details about the cookies used in section 4. In addition our [Cookie Policy](#) applies.

2. Who is responsible for processing your personal data?

localsearch is responsible for data processing in accordance with this privacy policy. Jobylon processes the data as a processor on behalf of localsearch.

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)
- Form requests for information:
 - a. by post: Swisscom Directories Ltd, Legal & Compliance, Data Privacy, Förrlibuckstrasse 62, 8005 Zurich (enclosing a copy of your identity card/passport)
 - b. by e-mail: dataprivacy@localsearch.ch

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. For what purposes are your data processed?

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 localsearch has referred you to a job offer, 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;

Website usage (support, service optimization): To ensure the smooth operation of our application website, Jobylon collects statistical information about your browsing behavior on the site (e.g., which areas of the website you click on or your log-in times). This data may be recorded for the purpose of support or service optimization and can be viewed by the Jobylon administrator at any time if necessary. Further details can be found in section 5.

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;

Merger or acquisition: In connection with a possible merger, the sale of company assets, financing, or the acquisition of all or part of our company by another company for strategic or business reasons, your personal data may be processed, disclosed, or transferred to the parties involved in the process;

Other uses: If you request us to do so or if we have obtained your consent, we may use your data for purposes other than those mentioned above.

5. What do we use cookies for?

Jobylon uses cookies to operate its website. These serve to make your online application more user-friendly, effective, and secure. Cookies are small text files that are stored on your computer. Session cookies are deleted as soon as you leave our website. Permanent cookies, on the other hand, remain stored on your computer's hard drive until they are deleted by your browser (e.g., so that you can return to an ongoing application process later). You can prevent the installation of cookies by adjusting your browser software settings accordingly. Please note, however, that in this case you may not be able to use all the functions of the application page to their full extent.

Cookies may be necessary to maintain the “functionality” of the website. The use of such cookies does not require consent and therefore cannot be deactivated. Cookies that serve the purpose of “analyzing” your behavior on our website are only set with your consent. If we use cookies that require consent, a cookie banner will appear when you first visit our website, allowing you to consent to the use of cookies that require consent. If you wish to change your cookie settings at a later date, you can do so on the website under the “Cookies” section.

The following is a list of the cookies used:

Strictly necessary cookies: These cookies are necessary for the website to function as intended, e.g. to set your privacy preferences and for information security purposes.

Cookie	Name	Type & Expiry	Purpose
Cloudflare	cf_clearance __cf_bm	Third party, 30 minutes	Used to detect and prevent malicious or automated activity (might involve CAPTCHA challenges to verify that the user is a human)
Jobylon	csrftoken	First party, 1 year	A CSRF token is a security measure that helps protect against a type of malicious attack that tricks you into unintentionally performing actions without

Cookie preference	jbl_cookieconsent_*	First party, 1 Jahr	This cookie is used to remember the choice about cookies on the webpage. Where the visitor has previously indicated a preference, that preference will be stored in this cookie.
Ziggeo	i07af2jp98rvocct26y5egy3r1bbeb2eeaa07b5e489db50dd63bc6f, API	Third party, Session	Necessary in order to enable the service that lets employers use video questions for the job applications and applicants to record the video answer.

Analytical Cookies: These cookies are not strictly necessary but allows for counting visits and traffic sources so that we can help our customers measure and improve the performance of for example job ads.

Cooki	Name	Type & Expiry	Purpose
Keen	API	Third party, N/A	User events and conversion tracking, meaning for example information about from where the visitor came from when entering the site and site views.

Advertising Cookies: Advertising cookies are used to support marketing activities for example the marketing of job ads to relevant groups of individuals, usually through third party sites.

Cookie	Name	Type & Expiry	Purpose
Facebook Ads (Jobylon)	_fbp Pixel	Third party, 3 months	Facebook Ads (Pixel) enables us to help our customers market their available jobs, based on visits to the site, by creating marketing campaigns towards a certain group of users. It tracks conversions that can be attributed to ads on Facebook, Instagram and Audience Network. To read more about Facebook's processing of personal data in relation to the use of Facebook Ads (Pixel) please follow this link .
LinkedIn (Jobylon)	li_gc AnalyticsSyncHistory UserMatchHistory	Third party, 30 days and 2 years	This tracking technology enables us to help our customers market their available jobs e.g. based on visits to the site, by creating marketing campaigns towards a certain group of users.

6. 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 localsearch 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 Jobylon as an application management service provider, etc. The privacy policy of Jobylon can be found at <https://www.jobylon.com/privacy-policy>. 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.

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.

Parties involved in a merger, acquisition, or similar transaction, if necessary.

Other parties, if you ask us to or give us permission to do so.

7. 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, localsearch 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 localsearch'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 Ireland and Sweden, 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/en/documentation-data-protection>

8. 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 12 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.

9. 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 (data security) and continuously adapt these to technical developments.

10. 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 and 4), 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.

11. Kontaktdaten des datenschutzrechtlich verantwortlichen Unternehmens

Swisscom Directories AG
Legal & Compliance/Datenschutz
Förrlibuckstrasse 60/62
8021 Zürich
dataprivacy@localsearch.ch

The data protection representative of localsearch is available to you and the supervisory authorities as an additional point of contact in the EU. They can be contacted by post at VGS Datenschutzpartner UG, Am Kaiser Kai 69, 20457 Hamburg, Germany, or by email at info@datenschutzpartner.eu.

12. 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.