



# Data protection information for applicants

## 1. Why is this information given

The protection of your personal data is important to us. Transparency regarding data processing is a central principle of Swiss data protection law, namely Swiss Federal Act of Data Protection (FADP) effective September 1st 2023 and the European General Data Protection Regulation (EU-GDPR) in force since May 25h 2018. The following data protection information informs you about how your personal data is processed in the application process.

## 2. Who is responsible for processing your data?

One of the following group companies is responsible for processing your data:

Business Unit	Responsible Group Company	Data Protection Official
Express	<b>DHL Express (Switzerland) Ltd</b> St. Jakobs-Strasse 222 4052 Basel	<b>Paula Cofta</b> Lohagstrasse 14 4133 Pratteln <a href="mailto:chexpdataprotection@dhl.com">chexpdataprotection@dhl.com</a>
DGFF	<b>DHL Logistics (Switzerland) Ltd</b> St. Jakobs-Strasse 222 4052 Basel	<b>Daniel Neubert</b> Niderfeld-Strasse 5 4133 Pratteln <a href="mailto:dpo_switzerland@dhl.com">dpo_switzerland@dhl.com</a>
	<b>Gerlach Ltd.</b> St. Jakobs-Strasse 222 4052 Basel	
	<b>DHL Management (Switzerland) Ltd</b> St. Jakobs-Strasse 224 4052 Basel	<b>Felix Maurer</b> St. Jakobs-Strasse 224 4052 Basel <a href="mailto:dpo.dgf.europe@dhl.com">dpo.dgf.europe@dhl.com</a>
ECOMS	<b>DHL Parcel (Switzerland) AG</b> Güterstrasse 107 4133 Pratteln	<b>Sebastiano Guglielmini</b> Güterstrasse 107 4133 Pratteln <a href="mailto:dataprotection.parcel.ch@dhl.com">dataprotection.parcel.ch@dhl.com</a>

## 3. What categories of personal data do we process from you?

We process the following categories of personal data in accordance with the purposes set out in section 4:



- Core data (e.g. name, date of birth, address)
- Contact details (address, telephone number, email address, etc.)
- Application details (e.g. CV, motivation letter, certificates, references, interview notes and whatever data you provide us or wish to provide during interviews)
- Audio-visual data (e.g. photo, video) if provided by you
- Nationality and work permit
- Details about job suitability in respect of health
- Previous convictions where this is applicable to the advertised position
- Financial details to reimburse you for travel expenses
- Assessment results if applicable
- Data you provided via publicly available platforms used for professional purposes, according to the applicable terms and conditions of the company responsible for operating the platform
- Communication and communication media (e.g. confirmation of your application or information about conducting a telephone/video interview)
- After interview, copy of passport or copy of ID for integrity check (e.g. screening according to anti-terror laws)

In addition to these categories of data, in order to assess each job application, we require data that provides an insight into how suitable you are for the position in question. Unless there is a legal obligation to provide information about certain personal requirements, e.g. proof of credentials for drivers/pilots, you decide what data you will provide to us.

#### **4. For what purposes and on what legal basis are your personal data processed?**

Your data will be processed as part of the proper handling of your application and other optional recruiting/recruitment services. The following table is intended to give you an overview of the processing purposes and respective legal bases:

<b>Purpose</b>	<b>Legal basis of the processing</b>
To assess your suitability for the job	To establish an employment relationship
To add your CV to our recruitment pool	Consent
To give you the opportunity to submit a speculative application	To establish an employment relationship
Um Sie über freie Stellen bei DHL, die zu Ihnen passen könnten, zu informieren	To inform you about vacancies at DHL that might suit you



To be able to set up and conduct a (video) interview	To establish an employment relationship Consent
To check your data against applicable sanctions lists and legal requirements	Fulfilment of a legal obligation Safeguarding legitimate interests, i.e. ensuring security and Consent
To improve our recruiting/staffing processes	Legitimate interests, i.e. to be able to improve and further develop our services Consent

## 5. How do we obtain your data

We process personal data that you provide as part of your application and that is generated by subsequent process steps (e.g. interview). If you submit your application via our application platform, we also refer you to the data protection information of the application platform. If you use another channel to contact us and our job offers, e.g. via publicly accessible professional networks such as LinkedIn, we process your data in accordance with applicable data protection law and the applicable terms of use of the respective platform/network. If we work with recruitment agencies, we receive your data indirectly. In this case, it is the responsibility of these agencies to ensure the accuracy of the data and to transfer it to us in accordance with applicable law.

## 6. Who has access to your data and how is it secured? Will your data be disclosed abroad?

The data we collect may be disclosed to the following categories of recipients for the purposes described above:

- DHL Group companies within country and abroad and, where applicable, their corporate bodies.
- Service providers who process data on our behalf in connection with the provision of services, e.g. software providers
- Public authorities, if the transfer is required by applicable law

If you apply for a job in Switzerland or within the European Union (EU) / European Economic Area (EEA), your data can be transferred to the recipients mentioned above. The transfer to DHL Group companies outside the EU/EEA will be in accordance with the DHL Group Privacy Policy. You will receive a summary of the content via the HR department processing your application. Where we transfer data abroad or to an international body, we do so only if the



Swiss Federal Council has determined that the legislation of the country or international body in question ensures adequate protection, on the basis of the DHL Group Data Privacy Policy or within the framework of the exceptions provided for in the FADP. The DHL Group Data Privacy Policy regulates the DHL Group-wide standards for data processing with particular attention to transfers to DHL organizations in so-called third countries, i.e. transfers of personal data to countries outside the European Economic Area (EEA) that do not have an adequate level of data protection. In principle, your data can be transferred to all countries in which DHL has a national subsidiary. In such cases, we make sure that appropriate safeguards are in place to ensure the transfer of your data (e.g. our binding corporate rules, standard contractual clauses).

## **7. How long will your data be stored**

If you are hired, we will include your data in your personnel file in accordance with the applicable legal requirements. If the application process is completed without your application being successful, we store your data for a maximum of a further six months, unless applicable laws stipulate a different retention period. A speculative application and related information will be processed for a maximum of 12 months, unless you decide to withdraw your application or the applicable legal requirements require other measures. Information about your decision to be considered for similar positions to the one you applied for will be processed for a maximum of 12 months, unless you decide to withdraw the consent you gave.

## **8. What rights you have as a data subject**

You have the following data subject rights vis-à-vis the data controller:

- the right to obtain information on data processing and a copy of the processed data (right to information, Art. 25 FADP);
- the right to request the correction of incorrect data or the completion of incomplete data (right to rectification, Art. 6 para. 5 and 32 FADP);
- the right to request the deletion of personal data and, if the personal data have been made public, to inform other data controllers of the request for deletion (right to deletion, Art. 6 para. 5 and 32 FADP);
- the right to request the restriction of data processing (right to restriction of processing, Art. 6 and 32 FADP);
- the right to receive the personal data of the data subject in a structured, commonly used and machine-readable format and to request the transfer of this data to another controller (right to data portability, Art. 28 FADP);
- the right to object to disclosure in order to stop it (right to object, Art. 37 FADP);
- the right to revoke consent given at any time in order to stop data processing based on your consent. The revocation does not affect the lawfulness of the processing based on the consent prior to the revocation (right of revocation, Art. 6 FADP).



To exercise your rights, please contact the person named in the job advertisement or the relevant HR department. In the event of correction or deletion, we will also inform the recipients of your data.

If you have any further questions, please do not hesitate to contact the responsible data protection officer (for contact details, see point 2 above. Who is responsible for processing your data?).

If you are of the opinion that your rights are not being adequately protected, you have the option of lodging a complaint with the competent supervisory authority.

## **9. Changes to the privacy notice**

We reserve the right to update this privacy notice from time to time in order to adapt it to changes in relation to the processing of your data or applicable law. If the content of this information changes, we will provide you with the new version on our website.

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