

Oerlikon Privacy Notice relating to SmartApply

The aim of this Privacy Notice is to explain to job applicants who, why and how their personal data will be collected and used when they chat through SmartApply with a company of our Oerlikon group. By personal data, we mean any information that may directly or indirectly identify a job applicant.

➤ **Who will be legally responsible for collecting and using job applicants' personal data provided through SmartApply ?**

The company legally responsible for the use of your personal data will be the recruiting Oerlikon legal entity (hereafter "Oerlikon", "us" or "we").

The recruiting Oerlikon legal entity will review job applicant's data through SmartApply. If you want to contact the recruiting Oerlikon legal entity, please refer to the contact details mentioned in the job offer.

➤ **What is the purpose of use of SmartApply and on the basis of which legal basis is it used by Oerlikon?**

SmartApply is a chatbot application that aims at facilitating and streamlining exchanges between Oerlikon and job applicants. It is used by Oerlikon based on its legitimate interest to use SmartApply in order to discuss and collect relevant information about job applicants for its recruitment processes¹.

➤ **What happens when a job applicant uses SmartApply to interact with Oerlikon and who will have access to his personal data?**

Job applicants' personal data, provided through SmartApply, will be read and analyzed by the Talent Acquisition Specialist of the recruiting Oerlikon legal entity only for job applicants selection and recruitment purposes.

The provider of SmartApply - Talent Solutions GmbH (Austria) - will be in charge of recording, centralizing, storing personal data contained in SmartApply for Oerlikon. In line with applicable data protection law and in particular the General Data Protection Regulation (GDPR), a specific agreement has been signed by Oerlikon with Talent Solutions GmbH to protect job applicants' personal data.

Oerlikon hiring managers will not have a direct access to SmartApply but may be informed of job applicants' answers and data by the Talent Acquisition Specialist for them to participate in the recruitment process. Please note that the Talent Acquisition Specialist will discuss with you before sharing your personal data with any hiring manager or HR team of another entity of the Oerlikon Group. If you are interested in/applying for a job offered by an Oerlikon entity located outside the EU, the UK or Switzerland in a country that may not offer the same level of protection to personal data, please note that the Oerlikon Intra Group Data Transfer Agreement and Processing Agreement will protect your personal data transferred overseas within our Oerlikon Group. We will of course keep your personal data confidential and not pass it to any other company groups.

➤ **Which personal data will be collected and used through SmartApply ?**

¹ Art 6.1 f) of the General Data Protection Regulation.

The following job applicant's information will be collected through SmartApply:

- contact details such as name, surname, email and home address.
- information provided through the CV such as studies background and professional experience.
- technically required data such as IP address, login details, date and time of the application.

Generally, all questions asked in SmartApply are mandatory except if flagged as optional. Not providing an information that is mandatory may compromise the selection of the applicant by Oerlikon.

Please do not disclose through SmartApply any sensitive personal data about you, as your religion, sexual orientation or life, health (mental and physical), ethnic origin, genetic or biometrics data, trade union membership, political or philosophical opinions, challenges linked to your family and intimate life, social difficulties or measures of social assistance, past litigations or sanctions. We will never ask you sensitive data through SmartApply.

➤ **Where will job applicants' personal data be stored?**

Personal data will be stored in the European Union by Talent Solutions GmbH. Oerlikon will receive a copy of the application data directly into Oerlikon's applicant tracking system.

➤ **How long will job applicants' personal data be kept in SmartApply?**

Unless any other consent given, job applicants' personal data are recorded in SmartApply for a maximum of 6 months. This duration is necessary to give enough time to Oerlikon to all job applicants data for a specific selection process.

More generally Oerlikon keeps job applicants' personal data, CV and application documentation, for no longer than necessary for a specific selection process for a job offer. For legal reasons, such data may be archived for 6 months maximum. When a job applicant has not been selected for a specific job but might potentially correspond to a future job offer at Oerlikon, she/he may be given the possibility to agree to have his CV and data recorded for a maximum of two years in Oerlikon's Talent pool.

➤ **Job applicants' rights on their own personal data**

Job applicants have the right to request information about which of their data is stored by SmartApply at any time. If SmartApply has stored any of your data, you of course have the right to have it changed or deleted at any time. To do any of this, please contact us at privacy@myVeeta.com.

They can also request at any time whether Oerlikon has personal data about them, why and how it is used and get a copy of it. If they made a mistake in the provision of information about their educational or professional background or contact details, they can exert any of the abovementioned rights on their personal data recorded via SmartApply by directly contacting any of the Talent Acquisition Specialists at Oerlikon (their contact details are mentioned in the job offer) or those named on the Oerlikon careers website. If they do not want to apply anymore, they can request to have their personal data deleted in SmartApply and at Oerlikon by contacting any of the Talent Acquisition Specialists at Oerlikon or those named on the Oerlikon careers website. Please note that unless any other consent given, personal data will not be kept longer than 6 months in SmartApply. If a job applicant has a serious concern and believes that his personal data have not been used in line with data protection requirements, she/he can request Oerlikon to not use it anymore for its recruitment processes by contacting the Global Data Privacy Officer of Oerlikon at privacy.corporate@oerlikon.com. The job applicants also have the right to complain to their national data protection authority in case of a violation of data protection requirements.