

Colosseum Dental Group **Privacy Notice for Applicants**

Version 1.0/May 2019

1 Introduction

Thank you for your application for a position at Colosseum AG, hereinafter “Colosseum” or “we” and “us”. We understand that your privacy is important and that you care about how your personal data is used. We respect and value your privacy and will only collect and use personal data in the manner and for the purposes as described in this document and that is consistent with our obligations and your rights under the applicable legislation and regulations. By sharing your personal data with us, you acknowledge that your personal data will be processed in the manner as described in this Privacy Notice.

2 Purpose and scope of this Privacy Notice - Whose personal data do we process?

This Privacy Notice is relevant for all individuals that apply to work with us. In the context of your application procedure, we will collect and process certain personal data relating to you.

This Privacy Notice explains to you how we will collect and use your personal data in the context of your application procedure and for what purposes we will process your personal data. Further, this Notice explains what your rights are in this respect. We therefore recommend that you read this Privacy Notice carefully. This Privacy Notice only covers your application process. Once we have accepted your application, you will be provided with our internal privacy notice for employees.

From time to time, we may need to change or update this Privacy Notice. If this change takes place during your application procedure, we will notify you about this. In addition, the most recent version of this Privacy Notice is available at www.colosseumdental.com.

3 Additional information about us

Colosseum AG is registered with the commercial register of the Canton Zurich, Switzerland, under company number CHE-428.972.946.

Registered address: Gutenbergstrasse 10, 8002 Zurich, Switzerland

Email address: for data protection inquiries: dataprotection@colosseumdental.com
for inquiries in relation to your application: jobapplications@colosseumdental.com

Postal Address: Colosseum AG, Gutenbergstrasse 10, 8002 Zurich, Switzerland

4 What personal data do we collect and for what purposes do we use it?

In the context of the application procedure, we may collect and process the following personal data relating to you:

- Personal details, such as name, date of birth, gender, address, telephone number and email address;
- Resume and (additional) education and/or employment history;
- Professional certificates;
- Appraisals;

- References;
- Information on your legal and disciplinary history, and – depending on the position – criminal records;
- Government issued information, such as your residency status and travel and/or immigration documents from which we can establish your right to work in Switzerland;
- Information from your professional social media account(s);
- Your response to interview questions;
- Test results.

In the event that we decide to offer you a position, we may request you to undergo a health check and provide our insurance company with the results, where required for social security and insurance reasons.

We will only use your personal data described above for the following purposes:

- To establish whether you are suitable for and meet the relevant requirements for fulfilling the position you apply for;
- For our administration;
- To contact you / to communicate with you;
- To enter into a contract with you;
- To avoid re-assessment of applicants.

Your personal data could be obtained directly from you, from publicly available sources or, upon your approval, from the following third parties:

- Recruitment agencies may provide us with information about you;
- Your former employers;
- Providers of your education and/or training about your education program and completion.

5 With whom do we share your personal data?

We might share your personal data with other companies of the Colosseum group as well as recruitment agencies. We ensure that, if applicable, appropriate measures are taken when we disclose your personal data to third parties. For example, if necessary, we will conclude a processing agreement (in which restrictions on the use of your personal data and obligations regarding the security of your personal data is included).

6 How long do we keep your personal data?

In case you have accepted a position within Colosseum AG, we will include your application data in your employee file.

If you have not been offered or have not accepted a position within Colosseum, we will erase your data as soon as is reasonably possible after the job application procedure has ended. Your personal data will only be retained for a longer period if this is necessary for defending our interests in the context of judicial proceedings (for example in case of a dispute). If you would want us to store your personal information for a longer period so that we can contact you in the event of another vacancy that suits your profile, please indicate your consent to us for retaining

your personal data for a 12 months' period. You may withdraw your consent at any time after which we will delete your personal data as soon as is reasonably possible.

If we receive unsolicited applications, we will review such applications whether they match with any need of Colosseum or any of our group companies or any open position that we might have within our group. If we do not have any position that fits the profile, we will keep such unsolicited applications for a duration of six months, should a position open up in the future.

7 How do we protect your personal data?

We have implemented the necessary administrative, technical and organizational measures for ensuring a level of security appropriate to the specific risks that we have identified. We protect your personal data against destruction, loss, alteration, unauthorized disclosure of or access to personal data transmitted, stored or otherwise processed.

Furthermore, we seek to ensure that we keep your personal data accurate and up to date. In view thereof, we kindly request you to inform us of any changes to your personal data (such as a change in your contact details).

8 Automated decision making and profiling

We do not undertake any automated decision making or profiling.

9 What are your rights?

Under certain circumstances you have the right to:

- information about and access to your personal data;
- receive additional information regarding the processing of your personal data;
- rectify your personal data;
- erasure of your personal data;
- restriction of processing of your personal data; and
- object to the processing of your personal data.

Finally, you also have the right to lodge a complaint with the local data protection authority:

Office of the Federal Data Protection and Information Commissioner FDPIC
Feldeggweg 1
CH - 3003 Berne

10 Contact details

To contact us about anything related to your personal data and/or data protection, including exercising your data subject rights as discussed above in paragraph 9, in particular your right to object, please do not hesitate to contact:

For the attention of: Group Privacy Officer
Email address: dataprotection@colosseumdental.com
Postal Address: Colosseum AG, Gutenbergstrasse 10, 8002 Zurich, Switzerland