

## **Information on processing your applicant data**

We hereby inform you about the processing of your personal data by Livit AG (Swiss Life Asset Managers "SLAM") and the rights to which you are entitled under data protection law.

Preliminary note:

Before applying to a position, you have to register in our application portal and create a Candidate Home account. To create the account, your e-mail address and your self-chosen password are required. If your initially submitted e-mail address changes, you are able to enter the new address in the account settings. Once you have created an account, you can apply for vacancies throughout Swiss Life Asset Managers. After you have applied for one or more jobs, you can view your submitted application(s) and see the status of it. You also have the possibility to withdraw your application(s).

Beside applications you also have the possibility to create a Job alert according to your preferences. The preferences of every job alert can be edited or deleted at any time. You always have the possibility to delete your information (applications, job alerts) through the account settings.

### **Who is responsible for data processing?**

For applications, Livit AG (Swiss Life Asset Managers "SLAM") is responsible for data processing:

Livit AG  
Altstetterstrasse 124  
8048 Zürich

Phone: 058 360 33 33  
E-mail: [privacy@livit.ch](mailto:privacy@livit.ch)

### **Which data categories do we use and where do they come from?**

The categories of personal data that are processed when you apply via our career site include in particular your key data (such as first name, surname, name extensions, nationality, date of birth), contact data (such as private address, telephone number, e-mail address) as well as the data of the entire application process (in particular cover letter, curriculum vitae, certificates, questionnaires, interviews, qualifications and previous roles).

When you register for a "Job Subscription", your email address will be processed so that you can receive information on open positions according to your selection.

If you have voluntarily provided special categories of personal data, such as health data, religious affiliation or a degree of disability, in your letter of application or in the course of the application process, further processing will only take place if you have consented to this by means of a separate declaration of consent or if this data processing is permitted by law.

As a rule, your personal data will be made available directly by you as part of the recruitment process. In addition, we may have received data from third parties (e.g. employment agencies) to whom you have made your data available for disclosure. We also process personal data that you have made available to us from publicly accessible sources (e.g. professional social networks).

## **For what purposes and on what legal basis is data processed?**

We process your personal data in compliance with the provisions of the applicable data protection laws, in particular the Swiss Federal Act on Data Protection and all other relevant laws (e.g. Labour Law etc.).

Primarily, data processing serves to carry out and process the application procedure and to assess the extent of suitability for the position in question. The processing of your applicant data is necessary in order to be able to decide on the establishment of an employment relationship. In this context the primary legal basis for processing your application and the associated information is the overriding interest in processing personal data in direct connection with the conclusion or performance of a contract, including the pre-contractual relationship.

For the application process, the required information and personal data, such as name, address, e-mail address or details of your educational and professional background, are collected. You also are required to upload individual application documents (e.g. cover letter, CV, certificates) in the application portal. The information provided and uploaded documents are stored in our job portal.

By creating an applicant account, you give your consent in data processing for the purposes described in this document. This declaration of consent is freely given. There is no obligation for you to give consent. A withdrawal of the consent is possible at any time. Please send the withdrawal to: [privacy@livit.ch](mailto:privacy@livit.ch). After receiving the withdrawal, we will close your applicant account.

Also, in some other areas we may rely on your separate consent e.g. to also use your application documents for other vacancies within the Swiss Life Group or if special categories of personal data (e.g. health data) are processed. In the event of such consent, you have the right at any time to revoke it with effect for the future.

We also process your data in order to fulfil our legal obligations as a potential employer. These are, for example, obligations arising from supervisory regulations or legal provisions with respect to the fight against money laundering and terrorist financing which require your data to be compared with so-called sanctions lists.

In addition, we also use your data for statistical purposes (e.g. studies on applicant behaviour). The statistics are compiled exclusively for the company's own purposes and the evaluation results are under no circumstances personalised but anonymised.

If we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.

## **Who receives your data?**

Your applicant data will be treated confidentially at all times. Within Livit (SLAM), only those persons and positions (e.g. specialist departments, staff council) who need your personal data for the recruitment decision and for the fulfilment of our pre-contractual and statutory obligations will receive it.

For the job advertisement and the application process we use the services of Workday Ltd. (Dublin, Ireland). The e-mails of the job subscription are also sent by this service provider. You can change or delete Job Subscriptions at any time in your account settings.

If you know an employee within Livit (SLAM), you have the possibility to indicate the name of the employee during the application process. We would like to point out that it is possible that

we may contact this employee with regard to your person. The named employee will at no time have access to your application data.

In addition, we may transfer your personal data to other recipients outside Livit (SLAM) to the extent necessary to establish the employment relationship. We would like to point out that your application data can be viewed worldwide by all recruiters within the Swiss Life Group if you apply via the online application system.

### **How do we transfer data outside Switzerland and Europe (third countries)?**

We only pass on personal data to service providers or Group companies outside Switzerland and the European Economic Area (EEA) if the third country in question has been confirmed by the EU Commission to have an appropriate level of data protection or if other appropriate data protection guarantees have been provided, e.g. binding internal company data protection regulations or an agreement on the standard contractual clauses of the EU Commission.

### **How long is your data stored?**

We will delete your personal data six months after completion of the application procedure if an employment relationship does not materialise. This does not apply if legal provisions prevent the deletion or if further storage is necessary for the purpose of presenting evidence or if you have consented to longer storage.

If we are unable to offer you a vacant position, but are of the opinion, based on your profile, that your application may be of interest for future vacancies, we will process your personal application data in our applicant database for up to 18 months, provided we have your express consent.

### **Are you obliged to provide your data?**

As part of your application, you must provide the personal information necessary to complete the application process and assess your suitability. Without this information, we will not be able to complete the application process and make a decision about the establishment of an employment relationship.

### **What data protection rights can you assert as a data subject?**

You can request information about your personal data and, under certain conditions, its correction or deletion or the restriction of its processing. You can also object to the processing or assert your right to data transfer.

If consent to the processing of your personal data is required and you have also given it, you can revoke your consent at any time with effect for the future, i.e. the revocation of the consent does not impair the legality of the processing on the basis of the consent before the revocation. In the event of a revocation of consent, we will only process the personal data further if there is another legal basis for the processing. You can address the revocation or any other of your rights to Livit (SLAM) at [privacy@livit.ch](mailto:privacy@livit.ch).

If you have any concerns about how we process your personal data, you can contact us at the above contact addresses.