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1. Privacy Policy for Applicants

UIKER Antriebstechnik AG is a legally independent company (hereinafter «we» or «UIKER»). UIKER is one of the largest technical trading companies in Switzerland with a wide range of technical products, that are mainly used in industrial companies.

2. General

This privacy statement applies to your application for a position at UIKER. Should you be offered employment with UIKER, the Privacy Policy for Employees applies.

3. Commitment

UIKER is committed to the following principles:

I. Relevance

To fulfil our contractual relationship with you, it is essential to know your contact details and requirements to us. This is the main reason why we collect and process personal data.

II. Transparency

Data protection is a top priority for us. Therefore, we inform about the intention of the collection and the purpose of the processing. Furthermore, we do not sell any data.

III. Security

Data security is a top priority for us. We take all necessary technical and organizational measures and are committed to storing personal data in Switzerland.

4. General information on data processing by UIKER

We consider it a matter of course to inform you about when, for what purposes and what kind of personal data is collected and processed. We reserve the right to amend this data protection notice from time to time, see Section I. We therefore encourage you to read this privacy policy regularly. You will find the update date at the end of this Privacy Policy.

5. Personal data

a. What is personal data?

Personal data is any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an address, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

b. What personal data is collected?

UIKER will collect and process the following personal data about you:

Information you provide to the company:

This includes information you provide to us on your initial application, such as:

- **personal information** such as your full name, date and place of birth, email address, home address, other contact details including your cell phone number, your work history and qualifications (academic and professional), your gender, nationality and right to work in the location where you are applying for employment, and your marital and family status; and

- **any other information** you provide in support of your application, including (but not limited to) information in your resume and/or application email and your reasons for applying to UIKER.

Information we otherwise collect about you:

This includes information collected in connection with your application, such as:

- **Personal information** we collect through your communications and correspondence with us by telephone, email or otherwise (including, but not limited to, the content, date and time of your email correspondence); and
- **Information** we obtain through interviews and assessments with you.

Information we obtain from other sources:

This includes, for example:

- **Personal information** we collect as part of screening, background and/or reference checks we conduct as part of the application or hiring process, including your address history, qualifications (both academic and professional) and resume.

6. Responsibility, protection, purposes and legal basis of the processing of personal data**a) Who is responsible for the personal data?**

UIKER (hereinafter referred to as the «Responsible Party») is responsible for the processing of Personal Data. The contact details are as follows: UIKER Antriebstechnik AG, Data Protection Officer, Schwerzistrasse 30, 8807 Freienbach, privacy@uiker.ch.

b) How do we protect your data?

We take appropriate security measures to maintain the confidentiality, integrity and availability of your personal data, to protect it against unauthorized or unlawful processing and to protect it against the risks of loss, accidental loss or alteration, unauthorized disclosure or access.

c) For what purposes are personal data processed?

Your personal data may be processed by UIKER in the following ways and for the following reasons:

- to consider your application (including, in some cases, checking your qualifications and references with the third parties you have named) and to contact you about it.
- to comply with our legal and regulatory obligations;
- to process your personal data for equal opportunity monitoring purposes; and
- to keep in touch with you in the future to inform you of relevant job opportunities at UIKER that may be of interest to you. Please note: If you do not want us to retain your information, or if you would like us to update it at any time, please contact us in accordance with the «How to Contact Us» section.

d) On what legal basis is personal data processed

We are entitled to use your personal data in this way because:

- we consider you for a position at UIKER and take steps to prepare to enter into a contract with you;
- we have legal and regulatory obligations which we must comply in connection with the recruitment process;
- we need it to establish, exercise or defend our legal rights, or for the purposes of legal proceedings; and/or

- the use of your personal data, as described above, is necessary for our legitimate business interests, such as:
 - to enable us to effectively assess your skills, qualifications and/or the strength and merits of your application and your suitability for the position you applied for;
 - to enable us to effectively verify your information;
 - enable us to effectively and efficiently administer and manage our business;
 - to be able to contact you regarding your application and the hiring process.

Please note that the information we collect during the application and hiring process will become part of your personnel file if your application is successful and you subsequently accept employment with UIKER.

7. Transmission of personal data

a) To whom do we disclose personal data?

Your application documents will be disclosed to an external service provider based in Switzerland:

b) Will personal data be transferred to recipients in CH, or an EU/EEA member state?

Personal data will not be transmitted to recipients outside Switzerland. UIKER attaches particular importance to operating the entire IT infrastructure itself and in Switzerland.

c) Will personal data be transferred to recipients in a third country (outside CH or EU/EEA)?

Personal data will not be transmitted to recipients outside Switzerland. UIKER attaches particular importance to operating the entire IT infrastructure itself and in Switzerland.

8. Retention of personal data and exercise of your rights

a) How long does UIKER keep personal data?

We process your data for as long as our processing purposes, the statutory retention periods and our legitimate interests in processing for documentation and evidence purposes require or storage is technically necessary.

b) Exercising your rights?

You have the right to exercise your data protection rights at any time and, with proof of your identity, to obtain information about your stored data, to correct it, to demand its return, to object to the processing of your data or to demand the deletion of your data. To do so, please contact us by e-mail at: privacy@uiker.ch

Please note that even after (a) a request for deletion or (b) a request for information about your data, we must (a) retain it in whole or in part within the scope of legal and contractual retention obligations or (b) may not release it due to legal confidentiality obligations or overriding interests of third parties.

If you believe that UIKER is in breach of data protection law, you have the right to lodge a complaint with the Swiss Federal Data Protection and Information Commissioner (EDÖB). You can find the contact information under the following link: <https://databreach.edoeb.admin.ch/report>.

9. Automated decisions

UIKER does not apply automated decisions when processing personal data.

10. Amendment of this data protection declaration

Please note that this Privacy Policy is subject to change.

11. Final provisions

a. Links to other websites

On our web pages, you have the option of accessing third-party websites by means of links. Please note that this privacy policy does not extend to such external websites and that we have no influence on compliance with data protection regulations by other providers or third parties.

We recommend that you consult the relevant data protection statements before disclosing personal data on these external websites.

b. Change of the privacy policy

If we change this Privacy Policy, we will post a notice on our website for 30 days.

c. Languages

This Privacy Policy is published in German, French, Italian and English. The German version is legally binding.

d. Consent of the holder of parental responsibility

If you are 16 years old or younger, please obtain your parents' consent before providing us with any personal data. We are not authorized to process your data without the consent of the holder of parental responsibility. In this case, we will stop processing your data as soon as we become aware of it.

a) Questions and feedback

If you have any questions or suggestions about this Privacy Policy, please contact us directly (Section 6).