

SMG Swiss Marketplace Group AG

Privacy Policy - recruitment

I. General Information

We would like to thank you for your interest in the SMG Swiss Marketplace Group AG and all its group companies. This privacy policy informs you as to how SMG Swiss Marketplace Group AG and the companies of the Swiss Marketplace Group AG (SMG Swiss Marketplace Group AG, Casasoft AG, Anibis Vertrieb GmbH, CAR FOR YOU AG, Immostreet.ch SA, Ricardo AG, Acheter-Louer.ch & Publimmo Sàrl, Nhat Viet Group Co. Ltd, IAZI, Informations- und Ausbildungszentrum für Immobilien AG), (hereinafter jointly “we”, “us”, “our”, “SMG and SMG Group”), handle your personal data, to whom we may disclose your data, if applicable, and the rights you have vis-à-vis us in relation to the use of your data when you use our websites, platforms, portals or mobile applications (hereinafter collectively “offering”), as well as in cooperation with you. SMG Group is jointly owned by Swiss Mobiliar Insurance Company, Bundesgasse 35, 3001 Bern (“Mobiliar”), TX Group Ltd, Werdstrasse 21, 8004 Zurich (“TX Group”), Ringier Ltd, Brühlstrasse 5, 4800 Zofingen (“Ringier”) and General Atlantic SC B.V., Raampluin 1, 1016XK Amsterdam, Netherlands (“General Atlantic”) (hereinafter collectively the “Shareholders”).

The legal entity responsible for the personal data collected from you is the entity to which you are applying, together with the SMG Swiss Marketplace Group AG (hereinafter jointly referred to as SMG), acting as joint controllers.

The commitments below inform you of the way in which your personal data can be collected, stored, used and processed by SMG as Controller of the processing carried out via the “Careers” space on our websites and the forms for applying for the various opportunities within the SMG Group or any enquiry.

This application platform is intended to be SMG's sole recruitment tool. No application will be processed outside of this system (paper and e-mail applications will be automatically rejected).

By applying to SMG, you declare that you have read and acknowledged this Privacy Policy and therefore agree that your data can be processed by the legal entities of the SMG Group for managing applications, recruitment and employment within the SMG Group, under the terms

and conditions specified below (application, profile and recruitment). By providing your contact details, you agree that SMG can contact you for recruitment purposes.

Our objective is to offer you the best opportunities within the SMG Group.

II. Purposes of the processing

SMG collects, stores, uses and processes the personal data that you enter only as part of managing its recruitment process and its CV (= Curriculum Vitae) database, and for directly informing you of new opportunities if you have created an alert, as defined hereunder (in article IV).

This data, in anonymous form, will also be able to be processed for statistical analysis and reporting purposes to assess the visit frequency of our website and the recruitment cycle in particular.

In all cases, SMG undertakes to comply with any applicable laws and regulations relating to privacy and personal data protection.

As the controller, SMG undertakes, in all cases, to comply with the following two principles:

- You are the sole owner of your personal data that we collect and process in relation to you
- Your personal data is processed in a transparent, confidential and secure manner.

III. The data that SMG collects and processes

Generally, the private information and personal data relating to you that SMG collects and processes is appropriate to the situation and to the job profile and limited to personal data that is necessary for assessing the suitability of your professional skills with the profile of the vacant posts.

To apply to an open position at SMG, you have to complete a form in which some data are mandatory, and some are optional.

Mandatory personal data in the form may include:

- Identification data: First name, surname, electronic address

- Professional career data: answer to the question “are you an employee of SMG or any of its group companies?”
- Date of earliest availability

Optional personal data in the form may include:

- Identification/civil status data: photo, title, postal address, phone details,
- Professional career data: geographical mobility, language level, education, training, exam distinctions, diplomas, professional experience, skills, professional qualities,
- Financial and economic information: salary level
- All other data that you attach to your application: curriculum vitae, letter of motivation.

Moreover, the information system may also collect the following data:

- Connection data: IP address, log, web pages visited.

In any circumstances, SMG is not seeking, collecting or processing data that is considered to be sensitive (racial origin, ethnicity, political, philosophical or religious opinion, health or sexual preferences) to fill a post within the SMG Group unless the law of a country makes it compulsory to do so. In this case, you will be informed and will have to expressly agree to it.

IV. Creating an alert to advise you of job offers

You can create an alert on the “Careers” page of our websites so that you can be advised of future professional opportunities available within the SMG Group. To do this, please complete a form with the following information:

- Identification data: First name, surname, e-mail address
- Data relating to the post(s) searched for: keywords, position, level of experience, type of contract, location

This data is managed by the recruitment solution provider SmartRecruiters in accordance with its privacy policy available at the following address:

<https://www.smartrecruiters.com/legal/candidate-privacy-policy/>

V. Description of the recruitment process

The recruitment process can be started in different ways:

- an application for a specific offer (vacant post = open position)
- a non-specific application (= "spontaneous application" also called "general application")
- or even a recommendation from your professional network or colleagues with your consent.

In all cases, regardless of the method used for applying, you agree that your profile and personal data are included in our CV database and are visible and accessible to the SMG Group recruiters.

1/ Application for a specific offer

In response to an offer posted on our websites, you can apply by choosing to send your LinkedIn, Indeed or Smart profiles, uploading your CV or by manually completing the available form.

It is your responsibility to ensure that the data you supply is correct, complete and up to date.

2/ Non-specific application

To make a non-specific application, you provide the SMG Group with your personal data by clicking on "General Application" on the "Careers" page of our website, or on the "Contact us!" or "Get in touch!" link. You can then upload your CV or send your profile created on a public job board (like LinkedIn or Indeed for example) or your SmartProfile (proposed, made available and managed by the editor SmartRecruiters on your candidate Portal), or manually complete a form.

It is your responsibility to ensure that the data you supply is correct, accurate and up to date.

3/ Recommendation from your professional network or colleagues

To share a job offer from SMG with your network, click on the "Share this job" button: this will make the offer visible on your social and professional networks (LinkedIn, Facebook, Twitter for example, or by e-mail).

You can also click on the "Refer a friend" button: this means the contact details, and/or the CV of a friend interested and qualified for the job will be sent to SMG. It is your responsibility to ensure beforehand that this person agrees to their personal data being sent to the SMG Group. The person suggested will be asked by e-mail to confirm their interest in the job in question and to give his/her consent for the processing of his/her data by SMG Group.

4/ Employment

If you are employed by SMG, your personal and private data could be used as part of the employer-employee contractual relationship under the terms and conditions stipulated by the laws and regulations in force. This data can be transferred from the recruitment system to the HR Department concerned for personnel management purposes.

VI. Recipients of The Personal Data

In all cases, the recruitment process is dealt with firstly by the Human Resources Departments, then the Recruiters and the Managers of the departments for which the jobs are vacant.

These Managers, as well as the Recruiters, may belong to various entities within the SMG Group. Therefore, your data may be transferred and used within the SMG Group in Europe as well as throughout the world if necessary.

Your personal data can also be sent to service providers (for example: recruitment agency, recruitment test provider, ...) that SMG works with. These service providers will have access to your personal data only where it is strictly necessary for their tasks and undertake not to use your personal data for a purpose other than that requested by SMG in accordance with this Privacy Policy. These service providers act only as SMG's subcontractors and will not share in any case this information with third parties and will not use it for other purposes.

The management system for our recruitment process and CV database is hosted within the European Union. Persons residing outside the European Union must be informed that processing the data associated with this hosting will be done in accordance with applicable European data protection regulation.

You can object to this processing by exercising your rights described below. In this case, you may not be able to access our services.

Your data will only be shared with public authorities if the law requires it.

VII. Time period for retaining Personal Data

We retain your personal data used as part of our recruitment process and our CV database for the period necessary for managing your application and no longer than the limits provided for in the respective local regulations.

If you agreed that we may retain your data for longer, the maximum period we retain your personal data so that we can contact you again, and which enables us to offer you other jobs which may be of interest to you, will be twelve months from the last response letter/e-mail from us.

As for the log data, this will be retained for a maximum period of 1 year.

In case of a recommendation (“Refer a friend” option), personal data (contact details and/or the CV) of the third party concerned will be automatically deleted after 30 days in the absence of his or her consent.

VIII. Your rights for objection, rectification and deletion

In accordance with applicable privacy and data protection laws, you may have the right to access the personal data that relates to you, so that you can amend it, correct it, delete it or object to its processing on legitimate grounds.

To exercise this right, you must provide proof of your identity and state the purpose of your request by writing to one of the following addresses:

- e-mail to: working@swissmarketplace.group
- postal letter to: Recruitment Department, SMG Swiss Marketplace Group, Werdstrasse 21, 8004, Zürich, Switzerland

IX. Security of the Personal Data collected

We use technical methods and security measures in order to protect your personal data and to prevent the destruction, loss or alteration, access or unauthorized disclosure, or the accidental or illegal modification. The transfer of data between your local browser and our on-line recruitment system is encrypted via https.

Our employees who have access to your personal data are bound by obligations of confidentiality.

Links to other websites:

The fact that we allow access to other websites via hypertext links does not make us responsible for the practices relating to private data of these websites.

X. Automatic collection by cookies

1. What is a cookie?

A cookie is a small file (alphanumeric identifier) placed on your terminal (computer, tablet or mobile device) by our Services. It enables a link to be made between a terminal and other information relating to your experience with our Services (such as the location, language, character size and other display preferences) for a certain time.

2. Why do we use cookies?

When you visit our websites or the SMG Group's web pages, cookies may be placed on your computer, mobile or tablet so as to facilitate and personalize your on-line experience, to provide you with a practical functionality and to save you time.

You can also refer to the usage policy of the cookies that may be presented to you by using the information banners in particular.

You have the possibility of accepting or rejecting the cookies. If you choose to reject cookies, you risk not being able to use all the interactive functionalities of our websites and web pages.

In all other cases, the cookies stored on your terminal or other device are used to identify you for statistical purposes and will not be retained for more than **twelve** (12) months. After this date, the data relating to visiting a website associated with a username will be destroyed or made anonymous.

XI. Contact

For any question regarding this Privacy Policy, please do not hesitate to contact us via our website, www.swissmarketplace.group, or by writing to us at the following address:

Per e-mail to working@swissmarketplace.group

Per postal letter to SMG Swiss Marketplace Group – Recruitment Department, Werdstrasse 21, 8004, Zürich, Switzerland.

You may also send any questions or requests relating to the protection of your personal data to our data protection officer at the following address: SMG Swiss Marketplace Group – Data Protection Officer, Werdstrasse 21, 8004, Zürich, Switzerland or dpo@swissmarketplace.group.

For further information, you can consult the Data Protection Authority website of your country.

For Swiss residents, please find the national Data Protection Authority at the following link: <https://www.edoeb.admin.ch/edoeb/en/home.html>

For EU residents, please find your national Data Protection Authority at the following link: https://edpb.europa.eu/about-edpb/board/members_en

XII. CHANGES TO THIS POLICY

We may modify this Policy at any time without notice, except if such modifications contain substantial changes that may affect individuals' rights under applicable privacy and data protection laws, in which case you will be notified of such changes by a prominent notice at the beginning of this Policy.

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