

RUAG Privacy Notice for Job Applicants

Version: 21.08.2018

Data protection is a matter of trust and your trust is a core value of the RUAG group and of all his legal entities it is composed of (“**RUAG**” and/or “**we**” and/or “**us**”). This privacy notice („**Privacy Notice**”) is based on the EU General Data Protection Regulation („**GDPR**“) – even where the GDPR does not apply – to ensure a high level of protection for all individuals whose personal data is processed by RUAG in the frame of a job application procedure. This Privacy Notice applies therefore to yourself and your personal data as a job applicant.

We may amend this Privacy Notice further at any time. The version in force when you submit your application is the applicable version.

1. Who we are

The RUAG company that has advertised the position you apply for (the potential employer), is the controller with regard of the data processed in accordance with this Privacy Notice. Should you have any questions in connection with the processing of your personal data, please contact directly said company (whose contact details are on the job advertisement) or the RUAG Data Protection Team at data.protection@ruag.com.

2. When this Privacy Notice applies

This Privacy Notice applies to individuals who submit an application for a position at RUAG, either by filling the application via our online platform, by email or by postal letter. Other processing activities are described in our general RUAG Privacy Notice under www.ruag.com/privacy.

3. Personal data we process

We only process the personal data we need in order to assess your suitability for the position you apply for. This may include the following personal data in particular:

- contact details such as name, address, email address, telephone number, date and place of birth, gender, marital status citizenship or nationality;
- information submitted with your application(s) such as information from your application letter, CV, certifications and any additional information that you provide to RUAG (e.g. education, academic and professional qualifications, employment history, skills, photographs);
- information from third parties such as information from official registers (e.g. credit history or criminal records checks), references from former employers or other credentials, and information from public, professional and social networks;
- information submitted or generated in the selection process such as from interviews or assessments (e.g. eligibility to work or test results). Where interviews are conducted over the phone or via a video conference, such interviews may be recorded;
- if you are already employed by a RUAG company, we may also use information that we already have on the basis of your previous employment.

If your application contains special categories of personal data, we may also process such data (e.g. health data). Moreover, we may use cookies and other technologies in order to process

information when you visit the online platform (e.g. your IP address, the duration of your visit, the number of visits and the pages accessed by you). Please refer to our general RUAG Privacy Notice under www.ruag.com/privacy for further information, including on how you can prevent the use of cookies.

You are under no obligation to provide personal data to RUAG. However, we will be unable to accept and process an application without processing personal data.

4. Purposes of and legal grounds for processing

We may process your personal data only for the following purposes:

- Recruitment: we may process your information in order to evaluate if you are a qualified candidate for the job you apply for and to create and maintain employment records; and
- Employment contract: with regard to successful applications, we may process personal data in order to conclude and process an employment contract with you.

We may process your personal data for the preparation and, if applicable, the conclusion of a contract, for our legitimate interests (e.g. the interest in an efficient application management or the interest in safeguarding or distributing legal claims) and for compliance with legal requirements. Where a processing activity requires consent (e.g. before we ask former employers for references) we will obtain your consent in advance.

5. Reserved

6. Who may have access to your data

In principle, only persons who are involved in the selection of job applicants with regard to the job opportunity you have applied for and the possible subsequent conclusion of the employment contract have access to your personal data, in particular HR personnel and potential supervisors within the responsible RUAG company.

We may also share your personal data with third parties in the following circumstances:

- As we share a centralized applicant platform, other RUAG companies within the RUAG Group may view applicants' last names, first names and e-mail addresses. This only applies to the information mentioned and in particular not to the application files;
- IT service providers (e.g. operators of application and storage services in relation to video interviews, data storage, cloud services, data analytics, etc.);
- Other third parties (e.g. official registers, credit agencies or employment agencies).

Except as indicated above, we will share your personal data only with third parties with your separate consent or if disclosure is necessary to comply with legal obligations or ascertain or defend legal claims.

The recipients of your personal data may be located abroad, including in countries outside of Switzerland, the EU or the EEA (the European Economic Area) that may not have laws protecting your personal data to the same extent as the laws in Switzerland, the EU or the EEA. If we disclose your personal data to a recipient in such a country, we usually enter into a data transfer agreement to ensure adequate protection of your personal data. Please contact the RUAG Data Protection Team (data.protection@ruag.com) should you have any question with regard to the processing of your data.

7. Retention of applicant information

We retain applicant information for no longer than this is necessary for the application process and the purposes set out in this Privacy Notice. Personal data collected in a telephone or video interview will be deleted after a dedicated period of time in accordance with and permitted by the applicable law. If you have agreed for, we may also retain your personal data to contact you about future job opportunities, if we have a legitimate interest in retaining your data or for as long as retention is required or permitted by applicable law.

If no employment contract is concluded with you, your personal data will be automatically deleted or anonymized at the latest after twelve (12) months.

8. Data security

We take appropriate technical and organisational measures to protect your personal data and we continually adapt these measures to ongoing technological developments.

9. Your rights

You have the following rights within the limits set forth in applicable law: you may request to access your personal data as processed by us, to ask us for correction or erasure, to request that the personal data you have provided to RUAG be returned to yourself or transferred to the person of your choice, in a structured, commonly used and machine-readable format. You may also withdraw consent, if you have provided consent for RUAG to process your personal data. You also have the right to complain to a data protection authority about how we have used your personal data.