

## Privacy policy for applicants

This privacy policy is based on the provisions of the Swiss Data Protection Act (DSG). It concerns you and your personal data as an applicant for a position in our company, regardless of whether the application is completed via an online portal or you apply by e-mail or letter.

Our company, which has advertised this position for which you are applying, is the controller of the data processed in accordance with this privacy policy. If you have any questions in connection with the processing of your personal data, please contact the following office: [jobs@busscorp.com](mailto:jobs@busscorp.com).

Our company processes personal data in order to assess your suitability for the position for which you are applying. This includes in particular the following personal data:

- Contact information such as surname, first name, address, e-mail address, telephone number, date and place of birth, gender, marital status, citizenship or nationality
- Information you submit with your application, such as information in your cover letter, resume, educational certificates, and other information you provide (e.g., education, academic and professional qualifications, previous employment, personal skills, photos)
- Information provided by third parties, such as data from official registers, references, and information from public professional networks
- Information that you have disclosed to us in the selection process or, for example, that has resulted from the job interview or assessments. If interviews are held by telephone or video conference, they may be recorded.
- If you are or were already employed by our company, we may use information that we have about you based on your previous employment relationship.

If you also provide us with special categories of personal data with your application, we may process this personal data (e.g. health data).

For more information and a description of further processing, please see our general privacy policy at [www.busscorp.com](http://www.busscorp.com), which informs you how we process your personal data outside of your application, e.g. in connection with your visit to our website.

**We process their personal data for the following purposes:**

- Recruitment: We process personal data in order to assess whether you are qualified for the position for which you are applying and to carry out further checks
- Employment contract: In the event of a successful application, we process personal data in order to conclude and process an employment contract with you. If a process within the scope of contract processing requires your consent, we will obtain your consent in advance. The provisions of the data protection declaration for employees also apply.

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

- IT and other service providers (e.g., operators of services related to video interviews (such as MS Teams or Zoom), data storage, cloud services, data analytics, etc.; also external consultants and service providers in the areas of shipping, communications, etc.)
- Group companies (if an applicant is eligible for a position with another Buss Group company, we may disclose personal data to that company as well)
- other external bodies (e.g. official registers, credit rating agencies or employment agencies)
- Parties involved in legal proceedings (e.g. opposing parties and other parties, experts, witnesses, etc., if we participate in legal proceedings or are considering participation)
- Your personal data may also be shared with third parties with your separate consent

It is possible that your personal data may also be located abroad, for example in the EU or the EEA (European Economic Area) or in countries whose legal systems do not provide for the same comprehensive protection of your personal data as in Switzerland, the EU or the EEA, for example in the USA, China or Japan, but in principle worldwide. If we disclose your personal data to recipients in such countries, we generally conclude a data transfer agreement to ensure adequate protection of your personal data, unless the recipient is already subject to a legally recognized set of rules to ensure data protection and we cannot rely on an exemption provision. An exception may apply in particular in the case of legal proceedings abroad, but also in cases of overriding public interests or if the performance of a contract requires such disclosure, if you have consented or if it is a matter of data made generally available by you, the processing of which you have not objected to.

We keep your personal data for as long as it is necessary for the application process and for the purposes stated in this privacy policy. Personal data collected in a telephone or video interview will be deleted after a certain period of time, in compliance with legal requirements. If you have consented, we will use your personal data to contact you about any future job offers, provided that we have a legitimate interest in retaining your data or for as long as such retention is required or permitted by applicable law. If no employment contract has been concluded with you, your personal data will be deleted or anonymized after 6 (six) months at the latest.

We take appropriate technical and organizational measures to protect your personal data.

Subject to the limits provided by applicable law, you have the following rights:

- You can request information about and access to your personal data processed by us
- You can request the correction or deletion of incorrect personal data
- You may request that personal data provided to us by you be returned to you or transferred to a person of your choice in a structured, commonly used and machine-readable format
- You can also request at any time that we stop processing your personal data and delete it if we are not obliged to continue processing or storing this data and if it is not necessary to process the employment relationship.
- In addition, you may withdraw your consent if you have consented to us processing your personal data
- You then have the right to lodge a complaint with a data protection authority about the way we have used your personal data

You are not obliged to provide us with personal data. However, without personal data, we cannot accept and process your application.

This privacy policy can be changed at any time. In each case, the version in force at the time of submission of your application is valid.

Status of the privacy policy: 01.09.2023