



Privacy Policy of RAHN AG and its subsidiaries for applicants

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1 Introduction

RAHN AG and its subsidiaries, hereinafter also referred to as "we", "us", inform you in the context of this privacy policy ("Privacy Policy") about the collection, processing, and use of your data when you apply for a position advertised by us or send us an unsolicited application.

This Privacy Policy applies in addition to our other privacy policies (e.g. for the use of our website, employees, etc.). We use the term "data" interchangeably with "personal data" and "personal information".

RadLab AG, Switzerland; RAHN GmbH, Germany; RAHN (UK) Ltd., England; RAHN France Sarl, France; RAHN NL B.V., Netherlands; RAHN USA Corp., USA and RAHN Trading (Shanghai) Co. Ltd., China, are subsidiaries of RAHN AG, Switzerland. As the parent company, RAHN AG performs various tasks for its subsidiaries, including HR tasks such as the recruitment process. This Privacy Policy applies equally to applicants for a position at RAHN AG and at one of the aforementioned subsidiaries of the RAHN-Group. In this document, "RAHN" refers to RAHN AG and the aforementioned subsidiaries.

2 Person responsible for data processing

Responsible for the processing of your data in accordance with this Privacy Policy is

RAHN AG
Dörflistrasse 120
CH-8050 Zurich

If you have any questions about data protection, you can contact us at any time at rahn@rahn-group.com.

3 Categories of personal data that we process

As a general rule, we collect your data directly from you or through a recruitment agency. However, we may also collect your data from other sources (e.g. publicly accessible sources, previous employers, professional social networks such as LinkedIn, job exchanges, online portals, authorities (e.g. criminal records)), Insights MDI (Scheelen AG), insofar as this is necessary to determine your suitability for the future employment relationship or to prepare for the future employment relationship, unless you have separately consented to other processing.

If you provide us with information about other people, such as family members, work colleagues or former employers, we will assume that you are authorized to do so, and that this data is correct. Please ensure that these third parties are informed about our data processing. You are welcome to provide them with a copy of this Privacy Policy.

As part of the application process, we collect and process the following categories of data from you in particular, insofar as this is permitted by applicable law:

- Contact details and personal details (e.g. first and last name, address, e-mail, telephone number, date of birth, nationality/citizenship, work permit).
- Information from your application form (e.g. your motivation, the position you are applying for, desired salary, period of notice, details of desired workload, place of work and work assignment, details of any secondary employment, political offices, etc.).

- Application documents (e.g. curriculum vitae (CV), academic certificates where applicable, details of previous employers, references and certificates from previous employers, details of work experience, details of education and training, other qualifications, language skills, experience abroad).
- Results of online procedures (e.g. information on your online application, personality test (e.g. Insights MDI), cognitive performance tests).
- Additional information and references, if you provide such information to us in a personal interview or in documentation (e.g. interests, hobbies, non-professional activities, references from other people).

RAHN also processes particularly sensitive personal data (e.g. if such data is to be considered in connection with the workplace, location, or assignment) if and insofar as this is necessary and permitted by applicable law.

You are under no obligation to provide us with your personal data. However, we may not be able to proceed with the application process or enter into an employment contract without certain information, as without this information we will not be able to assess whether you are suitable for the position in question and whether we can envisage an employment relationship with you.

If your application is successful, we will process certain data for further processing in relation to the employment relationship with you and may collect additional information. Details can be found in the privacy policy for employees.

4 Purposes for which we process your personal data

We process your personal data only for the purposes of the application process and, if your application is successful, for the preparation and conduct of the employment relationship in accordance with our privacy policy for employees.

In particular, we may process your data for the following purposes, among others:

- To respond to/process your contact based on your application for an advertised position or based on an unsolicited application.
- To check whether your profile matches the position in question.
- Complying with any legal requirements and obligations (e.g. compliance/background checks, etc.) and the enforcement and defense of legal claims.
- Preparation and processing regarding the future employment relationship.
- To contact you after the application process is complete if you are being considered for an alternative position (provided you have given us your consent to do so).
- To ask you about your satisfaction with the application process (if you have given us your consent to do so).
- To send you personalized information about job opportunities with us (if you have given us your consent to do so).

5 Legal basis

We may process your data on the following legal basis where a legal basis is required by applicable law:

- The processing is necessary in order to offer advertised positions and to carry out the application process.
- The processing is necessary to comply with legal obligations.
- The processing is necessary to exercise rights under labor law or social security law.
- The processing is carried out based on your consent. For example, if we process particularly sensitive personal data (e.g. health data), we will assume that you have given your consent when you transmit or provide such data to us (e.g. as part of the application process).
- The processing is necessary to safeguard legitimate interests, such as protection of other applicants and the protection of our data, secrets and assets, the security of systems and buildings, the organization of business operations, compliance with legal requirements and our internal regulations; the prevention of administrative offences and criminal offences as well as the investigation of offences and other misconduct; the processing of complaints and claims against us; participation in legal proceedings and generally the assertion, exercise or defense of legal claims; background checks; the marketing of our products and services; corporate governance; the sale or purchase of businesses, companies or parts of companies and other corporate transactions; the documentation of team activities and corporate events, etc.

6 Passing on your data

We may share your data with other recipients if this is necessary for the purposes set out above. These recipients are in particular recipients of the following categories of recipients:

- RAHN-Group companies (e.g. for internal Group administration, central HR administration and IT administration).
- Providers of systems for applicant management and selection procedures.
- Providers of personality tests (e.g. INSIGHTS MDI analysis by Scheelen AG, Switzerland).

7 Transmission abroad

Not all the recipients mentioned above are based in Switzerland. In particular, the IT providers that we use to process your data on our behalf may be located outside of Switzerland. We may also transfer your personal data to recipients in countries worldwide, including countries that do not provide an adequate level of data protection from the perspective of Switzerland or the EU or EEA, such as the USA. In the event of such a transfer, we are obliged to ensure the protection of your personal data in an appropriate manner, e.g. through data transfer agreements (e.g. EU standard contractual clauses, adapted to Swiss requirements), unless we are authorized to transfer your data for other reasons.

8 Data security

We take reasonable organisational and technical measures to prevent your data from being accidentally lost, used or accessed without authorisation, altered or disclosed. However, we and your data may be subject to cyber-attacks, cyber-crime, such as brute force attacks, hacking attacks and other fraudulent and malicious activity, including but not limited to viruses, fraud, malfunctions and disruptions, which are beyond our control and responsibility.

9 Automated individual decisions

Automated individual decisions are decisions that are made solely based on automated processing, i.e. without human intervention, and that have legal effects on the data subject or significantly affect the data subject. As a general rule, we will not make automated individual decisions, but if we do, you have the right to request a review of the decision by a natural person.

10 Data retention and storage

We will store your data for a maximum of six (6) months after the application process has been completed. At your express request and with your express consent, we will keep your application with your personal application data for a maximum of 10 years for future job offers that may be of interest to you.

The above-mentioned retention periods do not apply if statutory provisions prevent deletion, if further storage is necessary for the purpose of providing evidence, or if you have expressly consented to longer storage.

You can request the deletion of your data by contacting us at rahn@rahn-group.com

If your application is successful, we will store your data for the entire duration of your employment relationship in accordance with our privacy policy for employees of the RAHN-Group, which we will send to you when you are hired.

11 Your rights as a data subject

In connection with the processing of your data and in accordance with applicable law, you may have the following rights:

- **Right to information:** You have the right to request information about the data we hold about you.
- **Right to rectification:** You have the right to have inaccurate or incomplete data rectified or completed.
- **Right to erasure or destruction:** You have the right to request that your data be erased or destroyed if the data are no longer necessary for the purposes pursued, if you have withdrawn your consent and there is no other legal basis for the processing or if the data are processed unlawfully.
- **Right to restriction:** You have the right to request the restriction of the processing of your data under certain conditions.
- **Right to data portability:** You have the right to receive from us the data that you have provided to us in a commonly used electronic format.
- **Right of revocation:** You have the right to revoke at any time your previously given consent to a specific processing. The revocation only applies to the future; processing that has taken place in the past on the basis of your consent is not affected by your revocation and remains lawful.
- **Right to object:** You may object to data processing at any time.

Please note that these rights may be restricted and/or limited under applicable law, in particular where necessary to protect other persons or our trade secrets.

To exercise these rights, please contact rahn@rahn-group.com.

You are also free to lodge a complaint with the competent data protection authority, in Switzerland the Federal Data Protection and Information Commissioner (FDPIC), if you believe that your rights have been violated by certain data processing. However, we ask you to contact us first so that we can take up your concerns and deal with them to your satisfaction.

12 Changes to this Privacy Policy

This Privacy Policy may be amended and updated from time to time at our own discretion, for example due to changes in legal requirements.

Zurich, September 1st, 2023