

Data protection information for applicants

Data protection information for applicants
Huba Control AG, Würenlos

28.08.2023, Version 1.0

*Huba Control AG, Würenlos
28.08.2023, Swiss Infosec AG, RZ/DOZ
Version 1.0*

Table of contents

1	Responsible body within the meaning of data protection law.....	3
1.1	Data protection consultant	3
2	Information on the processing of your personal data in the context of your job application	3
2.1	Processing of your applicant data	3
3	Your rights	4
4	Data protection at Huba Control AG	4

Data protection information for applicants

Huba Control AG

Dear applicant

Thank you for your interest in our enterprise. In the following, we would like to inform you about the processing of the personal data transmitted by you as part of the application process and, if applicable, collected by us and your rights in this regard. To ensure that you are fully informed about the processing of your personal data as part of the application process, please take note of the following information.

1 Responsible body within the meaning of data protection law

The person responsible within the meaning of data protection law is:

Huba Control AG
Industriestrasse 17
CH-5436 Würenlos

Phone: +41 56 436 82 00

E-mail: info.ch@hubacontrol.com

1.1 Data protection consultant

The contact details of our data protection consultant:

Swiss Infosec AG
Centralstrasse 8A
CH-6210 Sursee

Phone: +41 41 984 12 12

Email: dataprivacy@hubacontrol.com

2 Information on the processing of your personal data in the context of your job application

2.1 Processing of your applicant data

If you apply for a job with us, we process the personal data that we receive from you by e-mail or post as part of the application process, or that you upload via the online application form. In addition to your personal details, this includes your application, your curriculum vitae, your salary expectations, your willingness to work shifts as well as the usual correspondence data such as postal address, e-mail address and telephone number. In addition, you can voluntarily provide us with additional information via message or upload of further documents.

We may also process information from third parties, such as information from official registers (e.g., credit or criminal record information), references from previous employers or other information, as well as information from professional networks. If you provide us with data of other persons (e.g., reference persons), you will only provide us with their data if you are allowed to do so and if this data is correct.

In addition, we process information that is transmitted or generated as part of the selection process, such as from job interviews or assessments (e.g., on work ability or test results). If interviews are conducted by telephone or video conference, these interviews may be recorded if you have consented to this.

This data will only be stored, evaluated, processed, or forwarded internally as part of your application. Furthermore, they may be processed for statistical purposes (e.g., reporting). In this case, it is not possible to draw any

conclusions about individual persons.

Your applicant data will be stored separately from the other user data and will not be merged with them.

The processing of your applicant data is carried out in order to fulfil our (pre)contractual obligations within the scope of the application process.

You can object to this data processing at any time and withdraw your application. To do this, use the corresponding functions of our applicant portal or send your objection to the e-mail address mentioned in section 1.1.

If we conclude an employment contract with you, the transmitted data will be stored for the purpose of processing the employment relationship in compliance with the statutory provisions.

If the application process ends without employment, your personal data will be stored for another 6 months for documentation purposes and then deleted, unless you have given us your consent to use your information for further application procedures with us (so-called applicant pool). Of course, you have the option to revoke this consent at any time. You can send your revocation to the e-mail address mentioned in section 1.1.

3 Your rights

In principle, you have the right to information, correction, deletion, restriction, data portability, objection to processing and revocation of consent regarding your personal data.

Please note, however, that we reserve the right to enforce the restrictions provided for by law, for example if we are obliged to store or process certain data, have an overriding interest in doing so (insofar as we may invoke it) or need it for the assertion of claims.

If you believe that the processing of your personal data violates data protection law, or if your data protection rights have otherwise been violated in any way, you can also complain to the competent supervisory authority. In Switzerland, this is the [Federal Data Protection and Information Commissioner](#).

The exercise of your data protection rights usually requires that you clearly prove your identity (e.g., by means of a copy of your identity card, where your identity is otherwise not clear or cannot be verified). To assert your rights, please contact us by e-mail at the e-mail address specified in section 1.1.

4 Data protection at Huba Control AG

Further information on data protection at Huba Control AG and on data processing outside of your application can be found in the [privacy policy on our website](#).