

Privacy Policy for job candidates

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This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the Ionbond Group ("We", "Us" or "Ionbond") collects and processes your personal data in connection with our recruitment processes. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it.

For the purposes of this Privacy Notice, any references to "personal data"; "legal basis"; "processing"; or "data controller" shall have the meaning established in the General Data Protection Regulation ("GDPR") and the respective data protection regulations. We use our website to assist Us with our recruitment process. We also use the appropriate Ionbond Affiliates to process personal information as a data processor on our behalf. Any Ionbond Affiliate is only entitled to process your personal data in accordance with our instructions.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to our processing of your personal information in addition to our other Privacy Policy which has been provided to you separately or is available on our Website. See [Privacy policy](#). Where you apply for a job opening via the application function on a job site or similar online service provider ("Partner"), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner's Privacy Notice.

Data controllers

The primary applicable Data Controller will be the Ionbond entity that is recruiting for the role or intends to enter the employment contract with you.

Your personal information

Information We collect from you

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide to Us.
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Your IP address

Information We collect from other sources

Ionbond provides the facility to link the data you provided, with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles. Where We find you in this way we will obtain your personal data from these sources.

We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally, through our Referral portal.

Uses made of your information

Lawful basis for processing

Under the GDPR Ionbond needs a lawful basis in order to process your personal data.

We rely on legitimate interest as the lawful basis on which We collect and use your personal data, provided this is not overridden by your data protection interests or fundamental rights and freedoms. Our legitimate interests are the evaluation of candidates and, eventually, the recruitment of staff for our business.

In limited situations, we might rely on your consent to process your personal data, in which we will ask for your clear consent to process your data.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied or similar roles.
- To communicate with you during the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill our job openings.
- To send you a formal employment offer, if we determine you are a suitable candidate.

Automated decision making / profiling

We will not use your data to make any automated decisions. We may use Ionbond's technology to select appropriate candidates for Us to consider based on criteria expressly identified by Us, or typical in relation to the role for which you have applied to search through potential candidates and automatically add them to the recruiters' pipeline. The process of finding suitable candidates might be automatic, however, any decision concerning who We will interview, who will proceed in the next interview round, and who will eventually fill the job opening will always be made by our staff.

Aggregate data

We may use anonymised and/or aggregate data collected through your use of the Services and the Website for statistical purposes, for improvement and development of the Services (including training of our AI models), to conduct research, or any other lawful purpose. Aggregate Data is not considered personal data.

Disclosure of your information

As set out above, we may disclose your information to our third party service providers, who use it only in accordance with our instructions and as otherwise required by law.

Where you have applied for a job opening through Indeed, We will disclose to Indeed certain information, including but not limited to a unique identifier used by Indeed to identify you, and information about your progress through our hiring process for the applicable job opening, and other information involving analysis of data relating to you as an applicant for employment (collectively "Disposition Data"). Indeed's Privacy Notice in respect of Indeed's use of the Disposition Data is available on Indeed's website.

Where you have applied to a job opening through another service provider, we may disclose data similar to the Disposition Data defined above to such service provider. The service provider shall be the data controller of this data and shall therefore be responsible for complying with all applicable law in respect of the use of that data following its transfer by Us.

How We store your personal data

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where We store your personal data

Your personal data is stored in our own systems, according to the respective Ionbond entity.

The data that We collect from you and process using Ionbond's services may be transferred to, and stored at a destination outside the the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for Us or for one of our suppliers. Such staff may be engaged in, among other things, the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. In particular, your data may be i) accessible to Ionbond's staff in the USA or ii) stored by Ionbond's hosting service provider on servers in the USA. The USA does not have the same data protection laws as EEA or the UK. For transfers of data from the EEA, Switzerland and the UK to the USA, We rely on the European Commission Standard Contractual Clauses ("EU "SCCs").

If you would like further information please contact Us (see 'Contact' below). We will not otherwise transfer your personal data outside of EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

How long We keep your personal data

We have different retention periods for the personal data we receive from you based on privacy or other applicable laws and regulations in each jurisdiction. In any case, your personal information will be deleted upon receipt of a written request by you to us. In the event you are offered and you accept a job with Us, your personal data will be kept in accordance with Ionbond's Employees Privacy Policy, which is available to all Ionbond Employees.

Your rights

Subject to local data protection laws and in particular under the GDPR, you have a number of important rights. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require Us to correct any mistakes in your information which We hold
- require the erasure of personal data concerning you in certain situations
- receive the personal data concerning you which you have provided to Us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

If you would like to exercise any of those rights, please:

- contact us using our Contact details,
- let Us have enough information to identify you, such as proof of your identity and address, and
- let Us know the information to which your request relates.

For clarity, the above rights apply to EU, UK and Swiss data subjects, as required under applicable law, but also any other candidate, regardless of location, may exercise any of these rights.

How to complain

We hope that We can resolve any query or concern you raise about our use of your information. The [General Data Protection Regulation](#) also give you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred.

Contact

If you have any questions about this Privacy Notice or would like to exercise any of your rights, please use dpco@ionbond.com or write to: IHI Ionbond AG, DPCO, Industriestrasse 9, 4657 Dulliken, Switzerland.