

Data Privacy Policy for Applicants

AutoForm Development GmbH

– Information in accordance with Art. 13, 14 and 21 of the General Data Protection Regulation (GDPR) –

This data privacy policy sets out how AutoForm Development GmbH (hereafter AutoForm) uses and protects any personal data (see Article 4 No. 1 GDPR) of applicants.

1. Who is responsible for processing of personal data and whom you can approach

Controller of the processing of personal data is: AutoForm Development GmbH, Technoparkstrasse 1, 8005 Zurich.

Please address any questions that you might have in connection with data privacy to the following e-mail address: privacy@autoform.ch

2. What personal data do we process

You yourself determine the scope of the data you wish to transfer to us as part of your application. When you apply, we process data from you that you provide to us as part of your application. This can be contact data as well as all data related to the application (CV, references, qualifications, answers to questions, etc.).

We do not intentionally collect special types of personal data (information about racial and ethnic origin, political opinions, religious and philosophical beliefs, union membership, health or sexual life) in the application process. Accordingly, we ask you not to provide any information on the above criteria as part of your application

We process the following personal data or categories of personal data provided by you:

- Basic data (e.g. name, address, date of birth, e-mail address, phone number)
- Educational data (e.g. high school, company-based training, university)
- Personal interests (e. g. hobbies, voluntary work)
- Passport photo
- Other application data (data you voluntarily disclose e.g. in your cover letter, CV, certificates)
- Communication data (e.g. any personal data you disclose in personal, telephone or written communication)
- Privacy statements (consent to the processing of personal data, revocation of your consent; objections to the processing of personal data; statements asserting your rights of access, to rectification, erasure, restriction of processing, and data portability, including the information you provide us by asserting your rights)

We do not process self-generated personal data.

We process the following personal data or categories of personal data provided by third parties: Recommendation letters or information regarding job-related performance provided by former employers or other third parties.

3. For how long do we process personal data

We process personal data only as long as it is necessary for the purposes listed below.

In case of an unsuccessful application, we will delete your personal data no later than six months after you have received our rejection of your application unless legal regulations require us to retain it for a longer period.

4. For what purpose and on what legal basis do we process personal data

As part of the application process, we would like to get to know each other, before you choose us and we choose you. Your application documents, which you send to us in writing or in text form, should serve as basis. We would like to get to know each other even better during a personal meeting, possibly by video interview via "MS Teams". The purpose of this data collection is to make a well-founded decision for a long-term cooperation.

We will process all personal data provided by you including the data resulting from all attachments you enclose solely for the purpose of your application.

Generally, we process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Swiss Federal Data Protection Act (DSG) for various purposes. In principle, the following can be considered as the purposes of the processing: the processing for the initiation of contractual relationships and the performance of contracts (Art. 6 (1) lit. b GDPR), for the protection of legitimate interests (Article 6 (1) lit. f GDPR), based on your consent (Article 6 (1) lit. a GDPR) and/ or statutory provisions (Art. 6 (1) lit. c GDPR).

In detail, we process your personal data for the following purposes, and on the following legal bases:

Purpose / legitimate interest	Processed data or category of data	Legal basis
Processing and evaluation of the application; confirmation or rejection of the application	basic data; educational data; personal interests; passport photo; communication data; other application data	Art. 4 and Art. 13 lit. a DSG
In case of a successful application: transfer of application data into the personnel file	basic data; educational data; personal interests; passport photo; other application data	Art. 6 (1) lit. f GDPR, Art. 4 and Art. 13 lit. a DSG
Assertion, exercise or defense of legal claims	basic data; All data or categories of data are relevant in connection with the legal claim.	Art. 6 (1) lit. f GDPR
Management of consent and revocation statements	basic data; privacy statements.	Art. 6 (1) lit. c GDPR
Management of data subjects' rights (requests for access, rectification, erasure, restriction and/ or data portability; processing of data subjects' objection pursuant to Art. 21 GDPR)	basic data; privacy statements; all data or categories of data that are subject of the request.	Art. 6 (1) lit. c GDPR

5. Who receives your personal data

Within AutoForm, only those persons/departments will receive your data that need them to process your application.

a) Processors

We do not use service providers who process personal data on our behalf (see Art. 4 No. 8 GDPR).

b) Controllers

In some cases your personal data may be shared with our affiliate company AutoForm Engineering GmbH (Unterdorfstrasse 12, 8808 Pfäffikon SZ, Switzerland), as a third party controller (see Art. 4 No. 7 GDPR). Group relevance is a legitimate interest according to Art. 4 (1) lit. f) GDPR.

6. Are you obliged to provide personal data

There is no legal or contractual obligation to provide personal data. However, in order to process and evaluate your application, we require personal data about your qualifications for the advertised position. Without this personal data, we cannot consider your application.

7. Data correctness

You shall ensure that the personal data you provide is true, correct and up-to-date. You may not apply on behalf of third parties. If you violate the rights of third parties when using texts, photos or graphics, for example, you may be held liable.

8. Video interviews via “MS Teams” in the application process

In order to conduct job interviews online (“video interviews”), if required, we use the “Teams” tool from Microsoft Corporation.

In principle, it is inadmissible for both you and us to make recordings in picture and sound.

When using MS Teams as part of our video interview, various types of data are processed. The scope of the data also depends on the data you provide before or during participation in a video interview.

During the video interview, the following personal data can be processed:

- Communication data (e.g. your e-mail address, if you provide it on a personal basis)
- Log files, log data
- Meta data (e.g. topic and description of the meeting, IP address, time of attendance, etc.)
- Profile data (e.g. your user name, first name, last name, etc. if you provide it on your own accord)

To participate in a video interview, you will receive an invitation (invitation link or a calendar date) by e-mail to the e-mail address stated in your application letter. In the process, we will process your registration data.

To participate in a video interview, you must at least provide information about your name. You can deactivate the transmission via microphone and camera at any time with the corresponding settings. To ensure transparency, all participants and people present during the video interview can be seen or heard on our side.

The provider Microsoft may obtain knowledge of the above-mentioned data as part of the order processing in order to process it. All data traffic is encrypted (MTLS, TLS or SRTP) and the data storage generally takes place on servers in the European Economic Area (EEA). From a data protection perspective, the provider Microsoft is one of the providers from so-called “third countries” (here USA) whose data protection level does not correspond to that of the EU. In order to ensure an appropriate level of data protection for any transfer of personal data, we have entered into contractual agreements to protect your privacy (these include the new EU standard contractual clauses). If a transfer to so-called “third countries” is intended and no adequacy decision or appropriate safeguards are in place, it is possible that authorities in the respective third country (e.g. intelligence services) could gain access to the transferred data in order to collect and analyze it, so that enforceability of your data subject rights cannot be guaranteed. For more information, please refer to Microsoft’s privacy policy, available at: <https://privacy.microsoft.com/de-de/privacystatement>.

9. Automated decision-making and profiling

We do not use your personal data in any way for automated decision-making.

10. Your Rights

Every data subject has the right of access (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), the right to erasure (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR) and the right to data portability (Art. 20 GDPR). To exercise those rights, you can contact us under the contact information given in section 1. – “Who is responsible for the processing of personal data and whom you can approach”.

As far as the personal data is processed for the purpose of our legitimate interest according to Art. 6 (1) lit. f GDPR, you have the right to object pursuant to Art. 21 GDPR. You can find further information regarding your right to object at the end of this data privacy policy.

If you believe that the processing of your personal data is unlawful, you have also the right to lodge a complaint with the responsible supervisory authority (Art. 77 DSGVO). This right of complaint is without prejudice to other administrative or judicial remedies.

Information about your right to object in accordance with Art. 21 General Data Protection Regulation (GDPR)

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you on the basis of Art. 6 (1) lit. f GDPR (processing of personal Data based on a balancing of interests); this includes profiling based on those provisions (Art. 4 No. 4 GDPR).

If you decide to object to the processing, we will stop processing your personal data unless there are compelling grounds for the processing that override your interests and rights, or the processing is for the establishment, exercise or defense of legal claims.

The objection is not subject to any form. The best way to do this is to contact the contacts listed in Section 1 – “Who is responsible for the processing of personal data and whom you can contact”.