

EGON ZEHNDER STAFF RECRUITING PRIVACY NOTICE

GENERAL

This Egon Zehnder Staff Recruiting Privacy Notice ("**Privacy Notice**") describes the privacy and security practices that Egon Zehnder, its subsidiaries and affiliates ("**Egon Zehnder**", "**we**" or "**us**") employ when collecting, using, storing and handling ("**processing**") personal information about you in connection with our online and offline staff recruitment activities. It also explains the choices you have in relation to these processing activities.

"**Personal information**" means all information that relates to an identified individual or to an identifiable individual. For example, your name, address, email address, educational and employment background, CV and job qualifications. Personal information is hereinafter also referred to as "**information about you**".

WHAT IS THE SCOPE OF THIS PRIVACY NOTICE?

This Privacy Notice applies to Egon Zehnder's processing of personal information of candidates or potential candidates who have expressed an interest in being employed by Egon Zehnder ("**you**" or "**your**") in connection with:

- Egon Zehnder's staff recruiting platform; and
- Egon Zehnder's staff recruiting activities more generally, conducted offline or online.

For additional information about our processing activities in connection with your general use of Egon Zehnder websites and our use of cookies and similar technologies that is outside the scope of this Privacy Notice, please see our [Privacy Policy](#).

WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL INFORMATION?

The local Egon Zehnder entit(y)(ies) of the countr(y)(ies) in which you applied for a job, are responsible for processing your personal information as described in this Privacy Notice. A list of Egon Zehnder entities is available [here](#). Please select an office location to view the registered address and contact details of the Egon Zehnder entity or entities located in each country.

WHICH CATEGORIES OF PERSONAL INFORMATION DO WE PROCESS AND FROM WHICH SOURCES?

We process personal information that you provide directly to us, such as (i) when you submit to us your job application and supporting documents or information for a specific position, (ii) when you submit a job application at a recruiting event, or (iii) when you conduct a phone or in-person interview with us. We may also receive personal information about you from other sources, such as from persons you indicate as a reference, persons who referred you for a position, in connection with background or employment checks, and from third party recruitment sources, including Sites. Sites include, without limitation, social sites where you have created a public page or profile or otherwise given permission so that recruiters can access your information on these Sites.

Egon Zehnder may, subject to applicable laws, process the following categories of your personal information for our staff recruitment activities as further described below in this Privacy Notice:

- name and contact details (name, address, phone number, email address, etc.);
- biographical data and, where applicable, a photograph;
- educational background and credentials;
- employment history;
- employment references;
- job qualifications and work eligibility, including your nationality, country of residence, and visa and immigration status;

- jobs in which you have expressed an interest or for which you would like to submit an application;
- CV, resume or transcripts, and any supporting documentation attached to your resume such as copies of certificates and diplomas;
- compensation details, such as salary information, depending on your region;
- background check information, such as a verification of your educational and professional background; and
- information about your personality, competency, ability and suitability for a position.

DOES EGON ZEHNDER COLLECT SENSITIVE PERSONAL INFORMATION?

Egon Zehnder does not request or require that you send us any sensitive personal information, such as details concerning racial or ethnic origin, religion or philosophical beliefs, health, sexual orientation, or political affiliation in connection with your job application and our recruiting efforts. To the extent information you provide to us contains sensitive information, you explicitly authorize Egon Zehnder to process this personal information as described in this Privacy Notice.

WHY AND HOW DO WE USE YOUR PERSONAL INFORMATION?

We use personal information for the following purposes:

- to communicate with you and respond to your requests or application;
- for recruitment, evaluation, background screening and hiring purposes;
- to analyze, develop and improve the Egon Zehnder staff recruiting platform and our recruiting activities;
- to maintain the security of the Egon Zehnder staff recruiting platform and our sites, systems and networks;
- to comply with applicable laws and regulations; and
- to operate our business.

FOR INFORMATION COLLECTED ABOUT YOU IN THE EU/EEA AND OTHER RELEVANT REGIONS, WHAT IS OUR BASIS FOR PROCESSING?

For information about you collected in the EU/EEA and other relevant regions, our basis for processing is the following:

- We have a legitimate interest in processing your contact and related information in order to communicate effectively with you and to respond to your requests.
- The processing of information about you as part of our staff recruitment activities is based on our legitimate interest in finding the best person for a specific job you applied for.
- In case you were not selected for the position you applied for but we would like to keep your personal information in our talent pool for future job opportunities at Egon Zehnder that may be of interest to you, we will seek your consent to such processing of your personal information.
- Our processing of information about you to analyze, develop and improve the Egon Zehnder staff recruiting platform and our sites is based on our legitimate interest in enhancing the effectiveness, user experience and functioning of the latter.
- Our processing of information about you for security purposes is based on our legitimate interest in protecting our systems and networks.
- Our processing of information about you for legal and regulatory purposes is based on a legal obligation or on our legitimate interest in complying with applicable laws and regulations.
- Our processing of information about you for business operations purposes is based on our legitimate interest in operating our business in an efficient and appropriate manner.
- Our processing of personal information will be necessary to enter into a contract with you for employment purposes.

FOR HOW LONG DO WE RETAIN PERSONAL INFORMATION?

Egon Zehnder maintains your personal information related to your application for a position (such as your curriculum vitae/resume, the position to which you applied, or assessment results) for up to 6 months from the date you applied (unless a longer or shorter period is required by applicable law). In case you were not selected for the position you applied for but we would like to contact you about future

job opportunities at Egon Zehnder that may be of interest to you, we will seek your consent to keeping your personal information in our talent pool until you withdraw your consent. To the extent permitted or required by law, Egon Zehnder may delete your personal information at any time. As a result, you should retain your own copy of any information you submit to us. If you are the selected candidate for a position at Egon Zehnder, your personal information submitted within the application process will be kept in your personal file for employment purposes.

WHEN AND HOW CAN WE SHARE YOUR PERSONAL INFORMATION?

Sharing within Egon Zehnder

As a global organization information about you may be shared globally throughout Egon Zehnder's worldwide organization. Egon Zehnder is a global corporation with operations in over 40 countries and personal information may be transferred, accessed and stored globally including in countries or regions outside of the one in which you reside. Egon Zehnder employees are authorized to access personal information only to the extent necessary to serve the applicable purpose and to perform their jobs and are bound by appropriate confidentiality agreements.

Sharing with third parties

Where necessary, we share personal information with third parties as follows:

- Third-party service providers (for example, website management, information technology and related infrastructure provision, auditing, and other similar services) in order for those service providers to perform business functions on behalf of Egon Zehnder.
- As required by law, such as to comply with a subpoena or other legal process, when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to government requests, including public and government authorities outside your country of residence, for national security and/or law enforcement purposes.

When third parties are given access to your personal information, we require them to abide by contractual, technical and organizational measures designed to ensure that your personal information is processed only to the extent that such processing is necessary, consistent with this Privacy Notice, and in accordance with applicable law. In addition, Egon Zehnder maintains agreements with such third parties to ensure that they do not use any of personal information they collect on Egon Zehnder's behalf for their own commercial purposes or for the commercial purposes of another company or external party.

Furthermore, if your personal information is transferred to an Egon Zehnder recipient or third party in a country that does not provide an adequate level of protection for personal information, Egon Zehnder will take measures designed to ensure that your personal information is adequately protected, such as making it subject to the terms of the EU Standard Contractual Clauses.

HOW IS YOUR PERSONAL INFORMATION SECURED?

Egon Zehnder has implemented appropriate technical, physical and organizational measures designed to protect your personal information against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorized disclosure or access as well as all other forms of unlawful processing (including, but not limited to, unnecessary collection) or further processing.

WHAT ARE YOUR RIGHTS?

Depending on your country of residence, you may have certain choices and rights in relation to our use of information about you, such as the right to access, erase or delete, as well as correct and update your personal information.

- **Right to access and/or receive a copy of your personal information** - You can seek information about your personal information we have in our systems and / or obtain a copy of your personal information in machine readable form.

- **Delete personal information** - You can ask us to erase or delete all or some of your personal information.
- **Change or correct personal information** - You can ask us to edit some of your personal information.
- **Object to, or limit or restrict use of personal information** - You can ask us to stop using all or some of your personal information.

You can exercise your rights by contacting us using details as set out in the "How to Contact Us" section at the end of this Privacy Notice.

WHAT ARE YOUR RESPONSIBILITIES?

You are responsible for the personal information that you provide or make available to Egon Zehnder, and you must ensure it is relevant, truthful, accurate and not misleading in any way. You must ensure that the information provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party; does not contain malicious code; and is not otherwise legally actionable. Further, if you provide any personal information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for Egon Zehnder to collect and use that information as described in this Privacy Notice.

HOW TO CONTACT US?

We encourage your questions and comments about this Privacy Notice and our privacy practices. Please contact us using the information below, and we will respond to you as soon as reasonably possible:

Egon Zehnder International Ltd.
Wiesenstrasse 17
8008 Zurich
Switzerland
Email: dataprivacy@egonzehnder.com