



# **RECRUITMENT DATA PRIVACY STATEMENT**

## ***People are at the core of what we are doing!***

Therefore, Serendi SA, Serendi International SA, and its group companies (collectively "Serendi", "we") take concerns about data privacy seriously. The Serendi Organizational Privacy Policy and Procedures is applicable to all Serendi employees and governs the confidentiality and privacy around the collection, processing, storage, and use of data and information in scope.

In our capacity as an embedded talent acquisition partner, we deliver services to our clients by recurring on our infrastructure, processes, and websites.

# **1. SCOPE OF THIS PRIVACY NOTICE**

Please note that this is a notice of privacy practices; this is not a contract or agreement.

This Recruitment Data Privacy Statement<sup>1</sup> describes the type of information, including personal data ("Information") that may be collected, how that data is used, with whom that data may be shared, and any choices you can make about the use of the Information. It also describes how your information is protected and how you may contact Serendi for details about its privacy practices.

Information that you provide to Serendi will be processed by our nominated ATS supplier, and stored, according to GDPR, on servers in EU, Switzerland, and Britain. Our chosen ATS provider must be fully compliant with GDPR and other EU data protection regulations and that shall be guaranteed in the contract.

For the purposes of applicable Data Privacy legislation, the data controller is Serendi SA, Avenue de la Gare 2, 1700 Fribourg, Switzerland.

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<sup>1</sup> You can also read it online, [here](#).

## 2. PURPOSE OF DATA COLLECTION

The purpose of the collection of personal data through our recruitment process is based on our contractual commitments to our clients to support their legitimate recruitment interests and to enable them to source, assess, track, and hire internal and external talent.

If you additionally opt-in for the talent community your personal data will be held and processed for purposes in connection with future vacancies such as but not limited to identifying you as a potential candidate for future suitable vacancies and/or informing you of future suitable vacancies.

## 3. WHAT INFORMATION DO WE COLLECT?

As part of the recruitment process, we collect information that may include the following:

### 1. Personal Information

- a) Contact information with which you as an individual can be identified, e.g. name, address, e-mail, and telephone
- b) Nationality and eligibility to work in certain countries
- c) Academic and vocational qualifications, skills, and competencies
- d) Resume and CV documents e.g. motivation letter, reference letters, certificates
- e) Job application and employment history
- f) Salary expectations and benefit packages
- g) Your response to job-specific questions, which could be gathered via phone interview or recorded during a video interview
- h) Information related to how you learned about an opportunity
- i) Any other information you voluntarily provide

If you have already participated in an interview with us, we may also store a short written or video summary in the Database based on the Information you have provided during a phone or video interview or in the form of any documents. This shall of course not contain defamatory or slanderous information, and shall solely contain information that has a reasonable relation to the assessment and hiring process or your job profile.

### 2. Cookies

During the course of your use of the Serendi sites, we may utilize cookies, as well as collect information about your computer, such as your IP Address, your operating system, and your browser. Cookies contain information that is transferred to your computer's hard drive.

Cookies are useful because they allow a website to recognize a user's device, let you navigate between pages efficiently, remember your preferences, and generally improve the user experience.

Most web browsers automatically accept cookies. If you prefer, you may change your browser settings to prevent that or to notify you each time a cookie is set. For further information on cookies, including how to see what cookies have been set on your device and how to manage and delete them using different types of browsers, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

Please note, however, that by blocking or deleting cookies used on our websites you may not be able to take full advantage of the site.

## 4. HOW WE USE THE INFORMATION

We handle your information:

- To contact you for proceeding in the recruitment and selection process and to inform you about changes or alternative opportunities
- To reach out to you and provide you with and receive further information, where necessary
- To evaluate your qualifications for a vacancy
- To determine preliminary remuneration and benefits package to be discussed with you subject to selection for the position
- To comply with applicable legal requirements and Serendi policy

Anonymized data may be used to ensure compliance with legal requirements regarding equal opportunities as well as for reporting needs.

Serendi will take reasonable steps to ensure that we retain your personal data only for so long as is necessary for the purpose for which it was collected, or as required under any contract or by applicable law (subject to Serendi's Data Privacy Policy and any legal or regulatory obligation).

Serendi may delete personal information about you at any time and for any reason without notice. Serendi may ask you again for your consent for a prolongation of the relevant retention period.

With whom do we share your data?

All your information in the form of notes, written documents, or video recordings can be accessed and will be handled by Serendi Sourcing and Recruitment Specialists, the respective client HR department, and the respective clients hiring line managers and interviewers. For

this purpose, your data might be mirrored into the respective clients' system but stay within the limited uses defined under point III.

Occasionally some trusted third-party partners who are supporting Serendi's infrastructure and compliance with website hosting, data analysis, accounting, information technology, email delivery, auditing, and other services may have access to, process, and store your personal data.

Otherwise, we will not disclose or transfer your information to any third party, including any client that you were not interested in in the first place, without prior consent except if required so by law or legal process.

## 5. YOUR RIGHTS

If you decide to provide us with personal information then this is completely voluntary and you have the right to receive a copy of your information, to rectify or delete it at any time.

If you would like to exercise your rights, such as to access, review, correct, update, or delete your information, please contact us at [privacy@serendi.com](mailto:privacy@serendi.com). For your protection, we may need to verify your identity before responding to your request.

## 6. PROTECTING YOUR INFORMATION

We use a variety of methods, such as firewalls, intrusion detection software, and manual security procedures, to secure your data against loss or damage, and to help protect the accuracy and security of your information, and to prevent unauthorized access or improper use.

Please be aware that the transfer of your data via the internet into and out of the Database is only protected by SSL encryption if the key symbol on your button browser line is figured as locked and if the address starts with <https://www->.

## 7. CHANGES TO THIS PRIVACY NOTICE

This Privacy Statement may change from time to time. The most current version of the Privacy Statement will always appear on the site. The most recent version shall supersede any and all other versions of this Privacy Statement. Serendi reserves the right to change or modify this Privacy Statement at any time and at its sole discretion by posting revisions. Therefore, we encourage you to check back often to learn about those changes. If you wish to save this text, please mark the entire statement (e.g. with your mouse) and copy-paste by pushing ctrl-c.

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## CONTACT US

We strongly commit to protecting the privacy of the information you share with us.

Please contact us if you have any questions, complaints, or suggestions about this Recruitment Data Privacy Statement [privacy@serendi.com](mailto:privacy@serendi.com)