



Data Protection Consent Statement

You hereby consent that DDM Group AG, Schochenmühlestrasse 4, 6340 Baar, Switzerland (“DDM Group AG” or “DDM”) processes your personal data in course of the application process as described below.

You understand that the provision of your consent is voluntary and that you have the right to withdraw your consent with future effect at any time by contacting recruit@ddm-group.ch. In case you withdraw your consent, DDM Group AG may only further process your personal data where there is another legal ground for the processing.

1. What categories of data will be processed? DDM Group AG processes the following personal data about you (“Your Data”)

- Information that you actively provide to us in the application process or information collected by us in the course of your interviews and assessments, such as your name, contact details, qualifications, information about your previous employment, work experience, qualifications and skills (“Application Data”). We do not ask you to provide us with special categories of personal data (e.g. information about racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexual orientation) as part of your Application Data, unless explicitly required by law in a given case. In case you provide us with special categories of personal data, you hereby explicitly consent to the processing of these data as described herein.
- Publicly available professional data about you, such as data that are published in business- and employment-oriented social networks or websites such as LinkedIn and Xing (“Professional Social Network Data”). For the avoidance of any doubt, data contained in social networks or websites that have no business- and employment oriented context, are not considered as Professional Social Network Data and are therefore not processed by us.

2. What are the purposes for which we process Your Data? DDM Group AG processes Application Data and Professional Social Network Data for the following purposes:

- To process your application;
- To assess qualifications and personal experience;
- To distribute to you information, materials and invitations related to your application;

3. For how long will Your Data be stored?

We store Your Data for a period of three years (3), unless statutory retention obligations under applicable law (such as tax or commercial law) require us to further retain Your Data.

4. Who are the recipients of Your Data?

- If you opted to apply for a specific job position only, your Application Data and Professional Social Network Data will be shared by DDM Group AG with respective line- and HR-managers responsible for making a hiring decision.



- If you opted to be considered for all open positions within DDM group companies, DDM Group AG might share your Application Data and Professional Social Network Data with other relevant DDM group companies.

5. How to access Your Data? What are your rights?

You can access your Application Data and update or correct it by contacting recruit@ddm-group.ch at any time.

Under applicable data protection law you may additionally – provided that the respective legal preconditions are met – have the right to:

- Obtain from DDM Group AG confirmation as to whether or not personal data concerning you are being processed, and where that is the case, access to the personal data;
- Obtain from DDM Group AG the rectification of inaccurate personal data concerning you;
- Obtain from DDM Group AG the erasure of your personal data;
- Obtain from DDM Group AG restriction of processing regarding your personal data;
- Obtain from DDM Group AG a copy of personal data concerning you, which you actively provided, in a structured, commonly used and machine-readable format and to request from DDM that we transmit those data to another recipient selected by you; and
- Object, on grounds relating to your particular situation, to processing of personal data concerning you.

6. Whom to contact in case I have questions or wish to exercise my rights?

If you have general or specific questions related to your application, you may contact recruit@ddm-group.ch.

The DDM Data Protection Officer will provide support with any data privacy related questions, comments, concerns or complaints or in case you wish to exercise any of your data privacy related rights. The DDM Data Protection Officer may be contacted at: dpo@ddm-group.ch.

The DDM Data Protection Officer will always use best efforts to address and settle any requests or complaints you bring to its attention. Besides contacting the DDM Data Protection Officer, you always have the right to approach the competent data protection authority with your request or complaint. The data protection authority competent for DDM Group AG is: Federal Data Protection and Information Commissioner ('FDPIC'), Feldeggweg 1, 3003 Bern, Switzerland.