

Privacy policy for the job portal

1. General provisions

On our job portal, you can view vacancies and apply for them. This privacy policy is intended to inform you, as a visitor to our job portal and applicant, about the nature, scope and purpose of the collection and processing of your personal data by us, SOCAR Energy Switzerland and its affiliates in Switzerland.

Personal data (hereinafter referred to as “data”) refers to all information relating to an identified or identifiable natural person as well as information that serves to identify a person and which can be assigned to a person such as name, address, e-mail address, telephone number, location data and IP address. Special categories of personal data subject to specific regulations in relation to their processing include, for example, health data or data revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as genetic and biometric data to uniquely identify a natural person (hereinafter referred to as “Sensitive Data”).

2. Data controller

The data controller who, alone or jointly with others, determines the purposes and means of the processing of your data is:

SOCAR Energy Switzerland GmbH
Nüscherstrasse 24
8001 Zurich, Switzerland
e-mail: data.controller@socarenergy.com

3. Our data processing when using our job portal – purpose, legal basis, duration of retention

3.1 Contact inquiries and unsolicited applications

When you contact us by e-mail or via a contact form, the data you provide (your e-mail address and possibly also your name, your telephone number and other information that you provide us with, as well as your personal request) will be retained and processed by us in order to answer your questions or process your request.

If you send us an unsolicited application by e-mail or contact form, we will process your application like those we receive via the job portal. Your data will be processed within the applicant management system we use. We use your data for a specific position or for a period of 12 months to offer you relevant vacancies (if any exist) that match your professional qualifications. Please note that for reasons of data security, no application documents should be sent by unencrypted e-mail.

The legal basis for the processing of this data is our legitimate interest in answering your questions or addressing your concerns. If you contact us with the aim of entering into an employment contract, like in the case of an unsolicited application, an additional legal basis for processing is the implementation of pre-contractual measures, which we will take upon your request. If we are to include your data in our talent pool, we will do so following your consent, which you can revoke at any time.

We delete your data after a contact inquiry if retention is no longer necessary, the purpose of your inquiry has been fulfilled, you have objected to the processing or withdrawn your consent, or we have satisfactorily resolved your issue – unless statutory retention obligations conflict with this or another legal basis justifies further data processing.

3.2. Data processing when visiting the website with the job portal

Our job portal uses cookies, which are small text files stored on your end device. Your browser accesses these files. The job portal uses functional cookies in order to ensure that the website you are using can be connected to the provider of our job portal, Abacus Research AG, Abacus-Platz 1, CH-9300 Wittenbach. The latter is responsible for the technical operation of our job portal in Switzerland. This cookie also ensures that before you upload the application, the content of the application form is kept for a maximum period of eight days so that the data is available for a later upload. This is done in your interest so that you do not have to re-enter the data if you were unable to complete the submission of the application. If you do not visit the job portal until after the above-mentioned deadline has expired, your language selection and your data are deleted. This cookie is used so that applicants can visit the job portal, and it makes the job portal user-friendly so that applicants do not have to re-enter all their application data. This is in your interest as well as ours. If you do not wish to have this service, kindly delete the application data from the application form before you leave the job portal.

This cookie is a “persistent” cookie that is stored on your device for a period of ten years and that you can also proactively delete in your browser. The ten years refer solely to the lifespan of an ID, which does not allow any further conclusions after the data has been deleted but is required for technical reasons. Another cookie that is persistent for ten years stores whether you have consented to the use of cookies. This is based on our legitimate interest in establishing whether you have interacted with our cookie notice.

In addition, data is collected that your browser transmits to our provider’s servers, and that is stored as server log files. This information includes the following data:

- Domain visited
- IP address of the terminal device used
- Date and time
- Website from which access was made
- Operating system of the terminal device used
- The browser used during access, as well as all information from the user-agent that the browser transmits to the server
- Volume of data transferred

If personal data is processed in the process, it is collected when justified by legitimate interests and serves to ensure that a connection to our provider can take place, as well as for statistical purposes and to improve the job portal. In addition, this data may be used – when justified by legitimate interests – in the following cases:

- To clarify support cases
- To analyse technical problems
- For security-related clarifications
- in cases of suspected unlawful use

The data is not disclosed or otherwise used unless it is necessary for us to pursue our claims, fulfil the intended purpose or comply with statutory obligations.

On the platform of our job portal provider, log files are centrally recorded and automatically deleted after 28 days unless their retention beyond this period is required for purposes of providing evidence – e.g. before authorities or courts in cases of unlawful use of our website. They will be exempted from deletion until the incident is finally resolved and may be retained until a final decision or ruling has been made.

For information on how and what other data is collected during a simple visit to the website (e.g. via other cookies, web beacons, or the use of other technical means), how this data is analysed (e.g. via analytics and tracking tools) and further processing, please refer to our privacy policy at: <https://www.socarenergy.ch/en/data-protection-declaration.html>

Please note that you can configure common Internet browsers so that you are informed about the

setting of cookies and can decide on a case-by-case basis whether to accept the cookies in certain cases or in general. Each browser differs in the way that it manages cookie settings. The help menu of each browser explains how you can change your cookie settings. You may not have full access to all of the website functions if your browser does not allow cookies.

3.3. Your application via the job portal

In order to be able to submit applications via this job portal, each applicant can enter data as provided in the application form. All data entered is stored and processed. To the extent permitted, your data will be used exclusively for the processing of your application and your application data will strictly be processed separately from other data.

The data you have provided in the application form includes:

- Title
- Surname, first name
- Date of birth
- Gender
- Residency permit
- Address
- E-mail address
- Telephone number

Depending on the job posting, further application documents with personal – even sensitive – data may be transmitted, in particular photos, cover letters and CVs (with photos), as well as vocational qualifications or work certificates, which you can provide us with electronically.

We would like to expressly point out that sensitive data in the application, such as information on marital status, health data (except for a potential characteristic of being a severely disabled individual if you choose to share such information with us voluntarily), trade union membership, or conclusions about ethnic origin or religion, are expressly not solicited. If you nevertheless communicate this to us as part of your application, then this is based on your express consent, which you can revoke at any time with effect for the future. We will not take these sensitive data into consideration when assessing your application.

All data will be stored for the purpose of processing the application with regard to your possible employment. You will be evaluated and processed, insofar as permissible, for communication with you, for verifying qualifications and suitability, for a possible interview, and for assessing whether to establish an employment relationship or not.

For this purpose, the stored data is processed in the applicant management system we use. From there, the HR department and the line managers potentially responsible for the application, as well as their deputies, will have access to your data.

When applying for a job, you provide us with your data voluntarily, with us requesting only as much data as is necessary for the processing of your application (mandatory boxes are marked with an asterisk). All other details are optional.

After you successfully submit your application, you will receive an automatic e-mail confirming that your application has been received in the job portal. This e-mail is automatically deleted from the job portal after 28 days. If you do not receive it, please reach out via the contact details above or re-submit an application.

If you provide us with references as part of the application process, we assume that, if this information contains data from natural persons, you have received their consent to our processing of their data. We will not contact these references without your consent, which we will obtain separately.

The legal bases for processing your data are your consent and, if applicable, your explicit consent when sensitive data is processed, the execution of pre-contractual measures carried out at your request, as

well as the protection of our legitimate interests in conducting an efficient applicant management process.

At the end of this privacy policy, you can read the wording of the possible consents that you can give in the application form. You can revoke any consent you have given at any time with effect for the future. You can object to processing on the basis of legitimate interests at any time. Further details can be found in our privacy policy at <https://www.socarenergy.ch/en/data-protection-declaration.html> or under “Your rights”.

All application data is erased by our job portal provider either immediately or no later than 14 days after being downloaded and transferred to our applicant management system, provided that this does not conflict with statutory or contractual retention periods. If the application data is not downloaded and transmitted and if no statutory or contractual retention periods conflict, the application data will be deleted no later than four weeks after successful submission of the application data.

If the application process does not lead to a hire, we will delete your data no later than 12 months after notifying you of the conclusion of the application process unless a legal retention period requires longer storage or we are permitted to retain your data to fulfil legal obligations or to defend or assert legal claims. For example, our legitimate interest might pertain to a burden of proof in discrimination proceedings.

If you have consented to the further processing of your data, such as inclusion in a talent pool, we store and process your data in accordance with the consent you have provided.

If the application process leads to an employment position, your data will be transferred to the staff master data and to a personnel file as part of the employment relationship and then processed in accordance with the statutory provisions governing the employment relationship.

The data you provide to us must be accurate, complete, up-to-date and not misleading. Failure to comply may lead to your application being disregarded or, if you have already been hired, to the initiation of legal proceedings.

3.4. Sharing of data or access to data

In order to conduct our applicant management, data may be passed on or accessed if external service providers process the data for us as part of a contractual relationship.

As an external service provider for the operation of our job portal, we have contracted the provider Abacus Research AG, Abacus-Platz 1, CH-9300 Wittenbach. It processes your data only for the purpose of making the job portal available and providing related services and functionalities.

We carefully select and contract all external service providers in writing. They are bound by our instructions and are regularly monitored. You only receive data to the extent necessary for the provision of the specifically agreed order processing. On request, we will provide information about the other service providers that we have contracted.

Data will only be forwarded or disclosed to uninvolved third parties if permitted or provided for by law, if necessary for fulfilling legal obligations, or if we have obtained your consent to do so.

4. Publication of our job postings on other platforms – data entry by means of “Apply with...” Button

In addition to using the job portal on our website, you may also see a job posting from our company on the following platforms:

- jobs.ch
- topjobs
- Partner Netzwerk

- jobscout24
- jobwinner.ch
- alpha.ch
- jobs4Sales
- jobup.ch
- RAV JobRoom

If you use the link in the job posting there, you will immediately be redirected to our provider's servers. The data is then processed to the extent described above.

You can also use our function buttons "Apply with ...". If you have already saved data on another platform, click the corresponding button to give your authorisation to import this data into our application form. You can still make adjustments to the data in the application form before upload.

For more information on the purpose and scope of data collection and data processing on the other platforms, please refer to the privacy policies of the respective provider. Here you will also find more information on your rights and configuration options for protecting your privacy.

5. Further processing of your data as part of the application process

If necessary, we will also process your data in certain cases when we obtain references or other background checks. In such cases, we will retain your data in accordance with the principles described in this privacy policy and the data protection requirements applicable in Switzerland.

6. Retention period and deletion of the data

As a general rule, your data will be processed and retained for as long as is necessary and permissible for the purposes for which we obtained the data. We will retain your data for as long as we maintain a relationship with you, whether as a contact, applicant, or future employee, provided you have consented to its retention. Additionally, we will retain your data as long as there are (potential) obligations to us, legal requirements to retain or document it, special legal circumstances such as legal disputes, limitation periods or official investigations, or as long as you were informed at the time of data collection.

After exercising your right of withdrawal or objection, after the stated purposes have been achieved or after the expiry of existing tax or commercial law, or other legal or contractual retention obligations and periods, we will delete or anonymise your data or, if permissible, restrict its processing, unless you have consented to further use of your data or a further data use permitted by law or contract has been explicitly reserved by us, of which we will inform you accordingly.

For information on the deletion of data in connection with visits to our website (such as the use of cookies, web beacons and other technical means, as well as analysis and tracking technologies), please refer to our privacy policy <https://www.socarenergy.ch/en /data-protection-declaration.html>.

7. Data security

We take data protection very seriously and treat your data confidentially and in accordance with the statutory provisions. To this end, we have implemented technical and organisational measures to ensure an appropriate level of protection. Such measures may include pseudonymisation and encryption of personal data, security precautions with respect to the confidentiality, integrity, availability and resilience of the systems, the ability to restore data availability and access to it quickly in the event of a physical or technical incident, and regular review, evaluation and analysis of the effectiveness of the technical and organisational measures to ensure the security of the processing. Your data is protected against loss, misuse, alteration or destruction and unauthorised access according to the state of the art. The security standard will be continuously updated in line with current technological developments. Both our employees and the service providers which we contract are bound by confidentiality and act solely in accordance with our instructions.

In some circumstances, e-mails may be transmitted in unencrypted form (i.e. such that they are immediately legible without your first needing to perform decryption), especially if you are unable to access encrypted e-mails yourself. Such unencrypted e-mails are exposed to greater risks than encrypted ones, which is why we explicitly advise against sending confidential information, such as application documents, via e-mail.

When you use the application form, your data will be encrypted using state-of-the-art technology during submission. Our online offer, including our job portal, is secured (https). Please bear in mind that security vulnerabilities can never be completely ruled out for data transmitted via the Internet.

8. Your rights

You have the following rights regarding your data in relation to us, provided that we can adequately verify your identity:

- Right of access
- Right to rectification and erasure
- Right to restriction of processing
- Right to object to processing
- Right to information
- Right to data portability

You also have the right to assert your claims in court and to lodge a complaint with a data protection supervisory authority about us processing your data.

We will fulfil your request for erasure unless it conflicts with a duty to retain data or we require the data for the establishment, exercise or defence of our legal claims.

You can revoke your consent to the processing of your data at any time with effect for the future. Such revocation shall not affect the lawfulness of processing carried out on the basis of consent prior to its withdrawal.

If we base the processing of your data on our legitimate interests or those of a third party after a balancing of interests, you have the right to object to such processing. In such a case, we will review your objection and either cease or adjust the data processing or explain our compelling legitimate interests which justify continuing the processing. Such interests, rights and freedoms must outweigh your interests, rights and freedoms, or the processing must serve to establish, exercise or defend legal claims.

You are not obliged to provide us with your data. However, it is possible that certain features of our online offer may not be available or only available to a limited extent if you do not provide data. In addition, it might not be possible to enter into an employment relationship with you if we do not receive the corresponding data.

If you have any questions about data protection or if you would like to exercise your rights, withdraw your consent or wish to object to data processing, please contact:

data.controller@socarenergy.com
SOCAR Energy Switzerland GmbH
Nüscherstrasse 24
8001 Zurich, Switzerland

9. Amendment of this privacy policy

This privacy policy is subject to periodic review and may, if necessary, be modified without prior notice in the event of statutory or technical changes or as a result of new or revised offers or services, subject



to the applicable provisions. For this reason, we ask that you read this privacy policy at regular intervals in order to learn about possible changes.