

## Privacy Notice for Job Applicants- Tirus International SA

### 1. Introduction:

**Tirus International SA**, domiciled at World Trade Center, Avenue de Gratta-Paille 1, 1018 Lausanne, Switzerland (hereinafter: „TISA“) is committed to protecting the privacy of your personal data. The present notice describes how we process your personal data when you submit a job application for an open position that we have published.

Please read carefully the present notice before submitting your job application. By submitting it, **you expressly acknowledge having read and accepted the rules contained in this notice.**

Please note that this privacy notice does not apply to:

- third-party websites. They are governed by their own privacy policies.
- existing working relationships. If you are already TISA’s employee, please refer to the Privacy notice for employees, available on internal IT systems.

### 2. How is your personal data collected ?

TISA collects personal data about you, directly from you (based on the information you provide in your CV, in the documents you share with us, during interviews and/or discussions, etc...) or sometimes from third parties (employment agencies involved in the search of employees for some positions, etc...).

Please note that TISA uses, or may use, a third-party service provider to manage its online employment application process. Your data is, or may be, processed through this third-party service provider.

**Specific case of references:** We may ask you for references from previous employers/managers. By providing us with their contact details, you expressly acknowledge that they have accepted to be contacted by our company, and you also acknowledge that we are allowed to ask them the information necessary for the purposes mentioned in par.3.

### 3. What personal data are held about you and why are they used ?

By applying for an open position, and by taking any related action (such as providing additional information to TISA’s Human Resources, spontaneously or upon request), you are voluntarily choosing to provide us with personal data necessary to assess your job application and your suitability for the open position for which you have applied.

In addition to the above-mentioned purposes, you acknowledge and accept that we may have to process the personal data, if needed to :

- comply with our legal obligations, or
- provide you with relevant information regarding the job position, or

- manage and optimize the recruitment process, or
- verify the information you have provided, or
- Inform you about future job opportunities, if applicable.

#### **4. Are your personal data shared with third parties by TISA ?**

TISA will have, in some circumstances, to share your personal data with third parties, to achieve the purposes mentioned above. Please note that it implies that your personal data may be shared with external third parties (employment agencies, if they are involved in a recruitment process, for instance) or with third-party service providers, such as the provider mentioned in par.2, al.2.

In this case, TISA shall ensure that these subcontractors offer sufficient guarantees to ensure the protection of your personal data, including with regard to any possible processing of your personal data outside Switzerland.

In addition to the above-mentioned points, please note that TISA is part of a multinational group, with Affiliated companies located in various countries; for many job positions, you will have professional contacts with employees of these Affiliates, or with some of them. As a consequence, TISA reserves the right to share the information you have submitted with the Human Resources managers of the relevant Affiliates, as well as with the managers of the Affiliates' relevant departments you will work with, within the framework of the purposes mentioned in Par.3.

Some Affiliates may be located in countries outside Switzerland/ European Economic Area, or in countries that are not part to the Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data of the Council of Europe (the full list is available [on our website](#)). Therefore, they may not be subject to the same personal data protection laws as in Switzerland. Therefore, by submitting your job application, you acknowledge that you have understood that this sharing of personal data is important for the purposes mentioned in par.3, and you therefore expressly consent to it.

#### **5. What about data security ?**

TISA has put in place appropriate organizational and technical measures to protect the security of your personal data.

#### **6. Who has access, or may have access, to my personal data during the application process?**

Tisa's Human Resources Department, the future Direct Manager, the persons mentioned in par.2 and 4, and, depending on the case, the Chief Executive Officer. Please note that, depending on the case, we reserve the right to use the services of an external professional, to assess your job application and your suitability for the open position for which you have applied. This would be particularly the case if the evaluation of a job application requires in-

depth technical skills in a specific area. However, in such cases, we will take the measures mentioned in par.5.

### **9. How long is data kept?**

Our company don't erase job applications if we consider they may be interesting in the event of a future job opportunity. however, if you do not wish your job application to be kept beyond the concrete job position for which you are applying, please indicate it to the Human Resources in writing.

### **10.What are your rights related to personal data ?**

You have rights with regard to your personal data. You have the right to request from us **access** to your personal data, **rectification** or **erasure** of your personal data; you have the right **to restrict**, or to **object to processing of your data**. You have in certain circumstances the right **to data portability**. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

**Please note that the above-mentioned rights are all subject to exceptions, and sometimes they are not applicable depending on the circumstances.**

To exercise one of the above-mentioned rights, or receive relevant information related to the content of the present notice, please send an email to [privacy\(at\)tirus-sa.ch](mailto:privacy(at)tirus-sa.ch), or a letter to:

Legal Department  
Tirus International SA  
World Trade Center, Avenue de Gratta-Paille 1  
1018 Lausanne  
Switzerland

### **11.Changes, applicable law and jurisdiction**

The present notice may be changed at any time. The version published on our website at the respective time applies.

The present privacy policy is subject to Swiss law, without giving any effect to its conflict of law principles. Any dispute arising out or in connection with this privacy notice shall be exclusively settled by the Competent Courts of Lausanne, Switzerland.

**Last modification of the Privacy notice: 11/10/2023**