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Altenburger Ltd legal + tax
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Altenburger Data Protection Notice for Candidates

1. Data Protection Policy of ALTENBURGER LTD legal + tax

This Data Protection Notice describes our Data Protection Policy under the provisions contained in the Swiss Federal Act on Data Protection (Data Protection Act, FADP) of 25 September 2020, namely how we collect, use, treat and process your personal data (i.e., data that directly or indirectly identify individuals), which we receive from you and/or third parties involved in your application/recruitment process or which we collect ourselves to that purpose.

2. Data controller

The Data controller responsible for the processing of personal data described in this Data Protection Notice is ALTENBURGER LTD legal + tax, Seestrasse 39, CH-8700 Kuesnacht-Zurich, Tel. +41 (0)58 810 22 22, Email zurich@altenburger.ch.

3. Processed personal data

Processed personal data is any information relating to an identified or identifiable individual, such as your name, contact details, date of birth, AHV/AVS identification number, passport or national identity card details, nationality, current employment or unemployment status, current employer, role within the company, organisation, or entity for which you currently work or you worked in the past, information on the employment relationship(s), income situation, family relationships, academic and professional records, as well as sensitive personal data, such as information related to your health, including disease and maternity.

We process some of the personal data that you provide us when you contact us and send us your job application. We also collect some personal data ourselves, such as from public registers or websites.

Personal data might be processed with or without the aid of electronic or otherwise automated tools. The processing is carried out by the data controller, data processors and/or persons in charge of the processing.

If you provide us with personal data relating to third parties (e.g., your family members, your employer, or other contacts), you must inform them in a general way about their processing by us or by other external service providers.

4. Purpose of personal data processing

The purpose of personal data processing is the correct and complete execution of the recruitment process, which includes all processing related to all activities carried out by our staff, employees, and lawyers of different categories necessary to potentially recruit you and offer/sign

an employment agreement with you, as well as to fully accomplish all obligations established by the law upon employers.

5. Retention period for the personal data

We store personal data for as long as this is necessary to fully execute your recruitment process, there is a legal obligation to retain and document the data, or there is an overriding private or public interest.

We take all reasonable and appropriate precautions to protect personal data from loss and unauthorised access by third parties.

6. Categories of recipients to which personal data might be disclosed

To achieve the purposes described in this Data Protection Notice, we might need to disclose personal data to the following categories of recipients: external service providers, external collaborators, clients, counterparties and their legal representatives, business partners with whom we may need to coordinate the provision of legal services, parties operating in the judicial sector, as authorities and courts, boards of arbitrators and, in general, to all those public and private parties to whom the communication is necessary to properly fulfil the purpose indicated in this Data Protection Notice.

We process Personal Data in our area of responsibility in Switzerland. However, we may transfer Personal Data to recipients (namely clients, counterparties or authorities) who process the personal data in other countries, including those not guaranteeing an adequate level of data protection comparable to Swiss law if disclosure is connected with the conclusion or the performance of a contract between you and us, or between us and one of our contractual partners in your own interest, or is necessary to establish, exercise or enforce legal rights before a court or other competent foreign authority.

We use external IT service providers and cloud service providers with servers in Switzerland. We use certain IT services and means of communication which may be associated with data security risks (e.g., e-mail, video conferences). It is your responsibility to inform us of your wish for special security measures.

7. Rights of the data subject

Any person has the right to request information from us on whether personal data relating to them is being processed. In particular, the data subjects have the right to information about the purpose of data processing, the right to rectification and the right to deletion or restriction of the processing of such personal data, the right to object to processing, the right to file a report to the Federal Data Protection and Information Commissioner (FDPIC), as well as the right to data portability. However, please note that conditions and exceptions apply to these rights.

Where permitted or required by the law, we may refuse requests to exercise these rights. For example, we may or must retain or otherwise process personal data despite a request to delete the personal data or restrict processing for legal reasons.

8. Consent and amendments

No consent to this Data Protection Notice is required from the candidates or other contact persons. This Data Protection Notice is merely information about the nature, scope, and purpose of the use of personal data by Altenburger Ltd legal + tax.

Altenburger Ltd legal + tax reserves the right to unilaterally change the content of this Data Protection Notice at any time and without notice, especially to implement any legal amendments.

It is therefore recommended that you regularly consult this this Data Protection Notice on our website at www.altenburger.ch.

If you have any questions or if you or other contact persons would like to exercise your or their data protection rights, please contact us.