

Privacy Information for Applicants

You can apply for open vacancies at the SV Group electronically via this website. The SV Group includes SV Group AG and all other companies in Switzerland, Germany and Austria under the direct or indirect control of the SV Group AG (hereinafter referred to as “Affiliated Companies”).

In the following we provide you with information regarding how we process your personal details/personal data and the rights you can assert against us.

The applicable legal basis is constituted, depending on the law applicable to the applicant, by the Swiss Data Protection Act (DSG), the German Federal Data Protection Act (BDSG), the Austrian Data Protection Act (Ö-DSG) and the EU General Data Protection Regulation 2016/679 (GDPR).

1. Controller

SV Group AG
Memphispark
Wallisellenstrasse 57
P.O. box
8600 Dübendorf 1, Switzerland
Tel. +41 43 814 11 11
datenschutz_ch@sv-group.ch

2. External Data Protection Officer of the SV Group

The SV Group has appointed the following external data protection officer:

machCon Deutschland GmbH
Christian Herbst
Robert-Bosch-Strasse 1
78234 Engen Germany
Phone: +49 (0)7733 360 35 40
Email: christian.herbst@machcon.de

3. Purposes and legal bases of processing

The data we receive from you is generally only used for the purposes for which you provided us with said information. We process your personal data in line with the provisions, depending on applicability, of the European General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG), Swiss data protection legislation (DSG) and Austrian data protection legislation (Ö-DSG), insofar as this is necessary for making a decision regarding the establishment of an employment relationship with us. The legal basis here is justification on the grounds of initiating or executing contractual

relationships or your express consent to the processing of your personal data. Any consent granted to us may be revoked at any time with future effect. Furthermore, the processing of your personal data may be justified for the preservation of legitimate interests of ours or those of third parties and for the enforcement of legal claims arising from the employment relationship.

We may transmit your personal data to companies affiliated with us where this is permissible in the context of the purposes and legal bases outlined above because you may also work for these Affiliated Companies as part of any potential employment relationship, or you are applying for a role within one of these Affiliated Companies. You will find an overview of these Affiliated Companies at the end of this privacy information.

In the event that an employment relationship between you and the SV Group does materialize, we may further process the personal data already received from you for the purposes of the employment relationship, insofar as this is necessary for the execution or the termination of the employment relationship or for the exercise and/or fulfillment of employee representation rights and obligations under any legislation or collective bargaining agreement or a works or labor agreement.

4. Data storage duration

We process your data for as long as is necessary to make a decision regarding your application. If a decision is made not to hire, the personal data and/or application documents provided by you will be deleted within six months of the conclusion of the application process.

Under certain circumstances you may be invited to register in our talent pool following the application process. This enables us to take you into consideration in future where suitable vacancies arise. If we have obtained your consent to do so, we will save your data in our talent pool as directed by this consent.

If, following the application process, a decision is made to hire, your data will continue to be saved and will then be transferred to your HR file, insofar as this is necessary and permitted.

5. Data recipients

Within the SV Group, we pass on your personal data solely to those divisions and individuals that require this data for the fulfillment of contractual and statutory obligations and/or to serve our legitimate interest.

Aside from that, your personal data is processed on our behalf on the basis of contract processing agreements. In such cases, we ensure that personal data is processed in line with the respective applicable legal bases. In this case, the categories of recipients are as follows:

the affiliated companies listed in Annex 1, insofar as these companies meet the conditions necessary for this with regard to legal bases and purposes, as well as SAP (Switzerland) AG, Leugenestrasse 6, 2504 Biel. In the event of an application via WhatsApp or Instagram, Pasta Software Studio AG, 8004 Zurich, will also receive the data.

Otherwise, data is only transferred to recipients outside the SV Group insofar as such transfers are permitted or required by law, insofar as the transfer is necessary for the processing and – consequently – the performance of the contract, or on your request, for the implementation of pre-contractual measures, and insofar as there is consent, or insofar as we are authorized to provide information.

6. Categories of personal data

We only process personal data submitted to us by you in connection with your application. This might include general information relating to your person, such as your name, address, contact details, etc. but may also include information in relation to your professional qualifications, education, ongoing professional training as well as other data transmitted to us by you.

Special categories of personal data may be included in the application documents. Special categories of personal data are data revealing racial and ethnic origin, political opinions, religious (e.g. information on religious affiliation/denomination) or ideological beliefs or trade union membership, as well as the processing of biometric data for unique identification (e.g. photographs), health data (e.g. information on the degree of severe disability) or data on sex life or sexual orientation. If your CV contains special categories of personal data, we do not collect it intentionally. We expressly ask you not to provide us with such data.

7. Your rights

Each data subject has the following rights:

- Right to information
- Right to rectification
- Right to erasure
- Right to be informed in relation to the rectification or erasure of your personal data or the restriction of processing
- Right to restriction of processing
- Right to notification
- Right to data portability
- Right to object
- Right to revoke any declarations of consent granted: the lawfulness of the data processing carried out prior to revocation remains unaffected on the basis of the previously valid consent.
- Right to lodge a complaint with the supervisory authority

To assert these rights, please refer to the contact listed in section 1 (Controller).

You also have the right to lodge a complaint with the data protection supervisory authority. This right shall exist without prejudice to any other administrative or judicial remedy.

In addition, you have the right to object to the processing of your data in connection with direct marketing, but we do not use the data you provide in the context of the application process for advertising purposes.

8. Data sources

We generally obtain personal data from you directly. Where applications are concerned, if need be, we may also collect personal data in relation to you from professional networks (e.g. LinkedIn, XING), from career portals, from staffing services, temporary employment agencies, authorities or other governmental bodies insofar as this is necessary in the context of the decision regarding the establishment of an employment relationship with us. In doing so, we process your personal data that we have lawfully obtained, received or acquired from publicly accessible sources (e.g. the internet), insofar as we are permitted to process this data in accordance with the statutory provisions. If you have consented, we may also contact your previous employers as part of your recruitment process.

9. Transmission to a third country

The SV Group is a group of companies with registered office in Switzerland and affiliated companies in Germany, Austria and Switzerland. The relevant line manager may therefore be based in Germany, Austria or Switzerland. It is therefore a possibility that your data will be transmitted throughout Germany, Austria and Switzerland.

For applications in Germany and Austria:

Data is transmitted to offices in states outside of the European Economic Area EU/EEA (referred to as third countries) such as the SV Group in Switzerland if an application for a position in Switzerland renders this necessary to arrive at a decision regarding the establishment of an employment relationship, if this is within our legitimate interests or that of a third party, or you have granted us consent to do so.

Your data may also be processed in a third country in connection with the involvement of service providers in the context of contract data processing.

Insofar as the EU Commission has not decided on an adequate level of data protection for the country concerned, we guarantee by means of appropriate contracts, including (if necessary) by agreeing with said service providers on what are referred to as standard contractual clauses, that your rights and freedoms are adequately protected and guaranteed.

Transferring your personal data to the SV Group and its affiliated companies in Switzerland and to contract data processors in Switzerland does not require any special precautions, as a corresponding adequacy decision of the EU Commission within the meaning of Art. 45 GDPR has been issued for Switzerland and thus an appropriate level of protection is guaranteed for the data.

10. Provision of personal data

The provision of personal data for the establishment, execution and fulfillment of a contract or for the implementation of pre-contractual measures is not generally required, either by law or contractually.

You are therefore not obliged to provide any personal data. Please note, however, that these are usually necessary for the decision on the conclusion of a contract, the fulfillment of the contract or for pre-contractual measures. If you do not provide us with personal data, we may not be able to make a decision within the framework of pre-contractual or contractual measures.

11. Automated decision-making

We do not use any automated processing methods as defined in Art. 22 GDPR for making decisions.

12. Privacy terms for the WhatsApp application process

By applying for the SV Group via WhatsApp, you provide us with your personal data for processing within the framework of the application process. In the event of an application via WhatsApp, your online application will be processed via the digital recruiting solution "PastaHR" ("WhatsApp online tool") provided by our partner Pasta Software Studio AG, Brauerstrasse 4, 8004 Zurich. Pasta Studio processes the personal data solely on our behalf and for our purposes in its capacity as a contract processor.

Applying to us or asking a question via the WhatsApp online tool will result in the following personal data in particular being processed:

- Personal master data (e.g. name, date and place of birth, citizenship, social insurance number)
- Address and contact details (e.g. residential address, phone number, email address)
- Image data (application photo)
- Details about the person and family (e.g. gender, marital status, hobbies, name of partner and children)
- Information on education and professional background (e.g. professional career, professional qualifications, professional experience, certificates)
- Communication and usage data (e.g. telephone, email, chat)

Your personal data will be processed for the purpose of carrying out the application process.

We may also use your data for statistical purposes (e.g. reporting). No conclusions can be drawn about individual persons. Your personal data will not be processed for other purposes (e.g. advertising or marketing).

Only those internal and external positions that require the data in the course of the application process will gain access to your personal data. This may include, for example, the HR department and the individuals responsible for selection.

PastaHR is integrated directly in our existing MyJobs applicant management system (SAP SuccessFactors). This means that the data accumulated in the course of this WhatsApp application will also be processed in this system.

In the course of the WhatsApp application process, the service provider Pasta HR will transmit your data to the following contract data processors operating on behalf of Pasta HR in the context of contact data processing:

- Amazon Web Services EMEA SARL, Luxembourg (server location Frankfurt)
- Messagebird BV, Netherlands
- WhatsApp Ireland Limited, Ireland
- Meta Platforms inc., USA (only fully encrypted data is sent to Meta, meaning Meta cannot view said data)
- Google Cloud EMEA Limited, Ireland

If your application is rejected by us, we will keep your data for six months after conclusion of the application process.

If you have agreed to us keeping your data for the purpose of further consideration and contacting you about future suitable job offers, we will store it for one year following the conclusion of the application process. After that, the data (profile and application documents) will be deleted. You will not be notified of the deletion of the data.

If you start a job with us, your application documents will be filed in your personnel file.

13. Privacy terms for the Instagram application process

By applying for the SV Group via Instagram, you provide us with your personal data for processing within the framework of the application process. In the event of an application via Instagram, your online application will be processed via the digital recruiting solution "PastaHR" ("Instagram online tool") provided by our partner Pasta Software Studio AG, Brauerstrasse 4, 8004 Zurich. Pasta Studio processes the personal data solely on our behalf and for our purposes in its capacity as a contract processor.

Applying to us or asking a question via the Instagram online tool will result in the following personal data in particular being processed:

- Personal master data (e.g. name, date and place of birth, citizenship, social insurance number)
- Address and contact details (e.g. residential address, phone number, email address)
- Image data (application photo)
- Details about the person and family (e.g. gender, marital status, hobbies, name of partner and children)
- Information on education and professional background (e.g. professional career, professional qualifications, professional experience, certificates)
- Communication and usage data (e.g. telephone, email, chat)

Your personal data will be processed for the purpose of carrying out the application process.

We may also use your data for statistical purposes (e.g. reporting). No conclusions can be drawn about individual persons. Your personal data will not be processed for other purposes (e.g. advertising or marketing).

Only those internal and external positions that require the data in the course of the application process will gain access to your personal data. This may include, for example, the HR department and the individuals responsible for selection.

PastaHR is integrated directly in our existing MyJobs applicant management system (SAP SuccessFactors). This means that the data accumulated in the course of this Instagram application will also be processed in this system.

In the course of the Instagram application process, the service provider Pasta HR will transmit your data to the following contract data processors operating on behalf of Pasta HR in the context of contact data processing:

- Amazon Web Services EMEA SARL, Luxembourg (server location Frankfurt)
- Messagebird BV, Netherlands
- Meta Platforms inc., USA (only fully encrypted data is sent to Meta, meaning Meta cannot view said data)
- Google Cloud EMEA Limited, Ireland

If your application is rejected by us, we will keep your data for six months after conclusion of the application process.

If you have agreed to us keeping your data for the purpose of further consideration and contacting you about future suitable job offers, we will store it for one year following the conclusion of the application process. After that, the data (profile and application documents) will be deleted. You will not be notified of the deletion of the data.

If you start a job with us, your application documents will be filed in your personnel file.

14. Final provisions

We may adapt and supplement this privacy policy at any time. We will inform you of any such adjustments and additions in an appropriate form, specifically by publishing the latest privacy policy on the website.

Annex 1 – Overview of our affiliated companies and potential recipients of your data

SV (Deutschland) GmbH
SV Business Catering GmbH
SV Care Catering GmbH
Coavia GmbH & Co.KG
SV (Schweiz) AG
SV Hotel AG
SV Hotel Alpha AG
CYBM Basel AG
SV Hotel Zürich West AG
SV Hotel Deutschland GmbH
SV Hotel Stuttgart Airport GmbH
SV Hotel Frankfurt City Center GmbH

SV Hotel Hamburg City Mitte GmbH
SV Hotel München Ostbahnhof GmbH
SV Hotel Düsseldorf City Center GmbH