

## **Data Protection Policy Optotune Job Applicants**

**Optotune Holding AG**

**Optotune Switzerland AG**

**Optotune AG**

**Optotune Slovakia s.r.o**

## General

This Data Protection Policy ("Policy") is valid for the following companies, referred as "Optotune" hereinafter.

- Optotune Holding AG with registered office at Spichermatt 1 Stans
- Optotune Switzerland AG with registered office at Bernstrasse 388, 8953 Dietikon
- Optotune AG with registered office at Bernstrasse 388, 8953 Dietikon
- Optotune Slovakia s.r.o. with registered office at Suchovská 3187/5, 917 01 Trnava,

Optotune is committed to deal responsibly with personal information we receive from job applicants. We handle personal data in compliance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) ("GDPR") and applicable local laws, in the Slovak Republic the Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts.

This Policy gives an overview of what we do with your information and your rights.

## Personal Information we may collect about you

The personal data processed by Optotune is only data that you provide to us directly or that are in your CV. These include the following data:

- **Biographical information:** Your biographical information, including your first name, last name, birth name, gender, photograph, date of birth, birth place, country of birth, nationality, marital status, number of children, spouse's and child/children's first and last name, gender, date of birth, birthplace, country of birth, nationality, previous job history consisting of inter alia start and end date of employment, name of employer, job, industry, country and education details such as start and end date of education, institution, certificate, country, duration of education.
- **Contact information:** Your contact information, including your home address, telephone number(s), personal email address, emergency address.
- **Performance letters:** documents from previous employers

## Sensitive Personal Data/Special Categories of Data

We do not collect Sensitive Personal Data/Special Categories of Personal Data about you if you do not provide them in your CV or other documents.

## What legal basis do we have for using your Personal Data?

With regard to personal data about you, we are a data controller within the meaning of GDPR.

Generally, as your potential future employer, we process your personal data on the basis that it is necessary to do so in connection with the recruiting process and to comply with our legal obligations. We may also process your personal data for our legitimate interests, such as to defend and prosecute legal claims and rights, and our other interests. Where we do so we will mitigate the effect this has on you by appropriately minimizing our use and putting in place adequate access and security safeguard to prevent unauthorized use.

## Why we collect your Personal Data and justification of uses?

We use your Personal Data in the following ways. For each use, we note the grounds we use to justify each use of your Personal Data.

- The purpose of **selecting a suitable candidate** for the position to be filled, to the extent strictly necessary for the fulfilment of the aforementioned. The legal basis for this processing purpose is "pre-contractual measures" pursuant to Article 6(1)(b) of GDPR.
  - Your personal data is processed for the duration of the selection procedure, i.e. from the publication of the vacancy offer until the vacancy is filled for the position to be filled; in the case of a successful applicant, the personal data becomes part of the personal file, of which the successful applicant will be specifically informed subsequently.
- In order to fill a vacancy that may arise in the future, the legal basis for this processing purpose being the "consent" of the data subject pursuant to Article 6(1)(a) of the Regulation.
  - The provision of personal data and your consent for this processing purpose is voluntary
    - Your personal data is processed for a period of 3 years from the date of your consent. After the expiry of the before mentioned period, your personal data will be definitively deleted/anonymized.
    - As the data subject, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing prior to withdrawal of consent. The right of the data subject to withdraw his/her consent to the processing of personal data may also be exercised before the expiry of the period for which the consent was given.

## Where we collect your Personal Data from?

We request personal information directly from you through Lever.

## Who do we pass your Personal Data to and justification of uses?

Your personal data may be disclosed by Optotune to the following categories of recipients: authorised persons (these are the persons through whom the Optotune processes your personal data), such as HR & Hiring Managers.

## When do we send your Personal Data abroad?

We are a globally active company. Optotune employees from countries outside the European Economic Area (EEA) may access your personal data for any of the purposes and for any legal reasons mentioned above. The data protection laws in these countries may have a lower level of protection than those in the EEA. We will ensure that all your data that can be accessed outside the EEA is treated with appropriate safeguards.

The European Commission has granted authorization for certain countries outside the EEA, such as Switzerland, which offer an equivalent level of protection to that provided by data protection laws in the EEA and therefore do not require any additional legal safeguards. For countries outside the EEA, we will either obtain your consent before transferring your data or transfer the data on the basis of standard contractual clauses confirmed by the European Commission, which directly impose equivalent data protection obligations on the recipient, unless we are obliged under applicable data protection laws to make such transfers without such formalities.

### What rights do you have under the Data Protection Act?

In accordance with the provisions of GDPR and the conditions regulated therein, you have the following rights:

- **Rectification:** You can ask us to correct incorrect personal data
- **Deletion:** You can request the deletion of your personal data
- **Submit a complaint:** We assume that you will submit complaints directly to Optotune ([jobs@optotune.com](mailto:jobs@optotune.com))

This Regulation comes into force on 1st March 2022.