

# SGS Technical Staffing Services

## PRIVACY NOTICE

The protection of your personal data is important to SGS, which has adopted, for the entire Group, strong principles in this area, as stated in its Data Privacy Policy available at

<https://www.sgs.com/en/privacy-at-sgs>.

As used in this privacy statement, “SGS” refers to SGS SA and its affiliated companies (each a “Company”) that may process Candidate’s personal data (hereinafter the “Data”), as listed below, pertaining to data of all candidates, from initial role application to assigning successful applicants, placed as subcontractors and/or on the SGS PAYE scheme. Each SGS Affiliate is a separate legal entity. The data controllers of your personal information are one or more of the SGS Group of Affiliates listed in our [Office Directory](#). Where legally required, SGS Affiliates Privacy Notices will also be made available in each relevant SGS country.

### 1. DATA CONTROLLER AND CONTACT DETAILS

SGS is responsible as a controller, for collecting information about our prospective, current and former candidates for assignments.

If you have any questions or comments about this notice, please contact us:

- By email at [privacy@sgs.com](mailto:privacy@sgs.com) or
- By using our online privacy request form available at <https://www.sgs.com/en/online-privacy-statement/privacy-request-form> or
- In writing to the company Data Protection Officer. Please refer to the [Office Directory](#) for our local affiliate contact details or send to: The DPO, SGS Headquarters, 1 Place des Alpes, P.O. Box 2152, Switzerland
- Please specify your country location and if this relates to a job application.

### 2. CATEGORIES AND TYPES OF DATA COLLECTED AND PROCESSED

We collect basic identification information such as your name, title, position, professional history, experience and contact details.

- If you actively apply for a role, either directly to SGS or through a third-party recruitment agency/job board, we will usually collect data at point of application through to potential offer:

Detailed contact and personal information (name, home and business address, telephone, email addresses, gender, date and place of birth, citizenship, position, title, pictures, ID card, passport numbers and other national ID numbers as required, country of residence;

- Education, training and employment information (e.g. remuneration at your current employer, employment dates with your current employer, interview performance evaluation and scores in any online testing, position information such as position title, and language skills);
- Any further information submitted by you as part of your application;
- Identification data collected by browsing the Company website and communicating electronically such as cookies, IP addresses, user name and passwords;
- Any other data similar to the categories mentioned above, processed in the context of an online job application process.

If you accept a role specifically offered as a fixed term Subcontractor assigned to an SGS Client, we will collect the following additional Data:

- financial details (tax identification and bank account details, VAT registration).
- personal information (nationality, eligibility to work documentation, pictures, emergency contacts);
- Certification of incorporation, relevant insurance certificates;
- Terms and Conditions – working patterns, leave entitlements, role outline, basic salary, bonus, other remunerations and benefits e.g. pensions, insurances

Background checks including employment references and Criminal Records (if required by law or if we have a legitimate interest to do so);

- Occupational health information such as fitness to work checks;
- Performance management, disciplines and grievances
- Drugs and Alcohol Testing results;
- any other data which we process in the context of our business relationship as per the specific applicable contract terms.

If you accept a role, as a PAYE candidate with SGS, we will process the following additional Data within the Company

- Ongoing financial details (tax identification and bank account details).
- Attendance records and payments, including reasons and length of time such as holidays, sickness and all other types of leave

Most of the time we will collect data directly from you. However, we may also collect personal data about you indirectly from third parties such as recruitment agencies, internet job boards, background check

providers, from former employers when gathering references, or from publicly available sources such as business employment-oriented social networking service providers.

### 3. ON WHICH LEGAL BASIS AND FOR WHAT PURPOSE DO WE PROCESS PERSONAL DATA

The Company will always process your personal data for a specific purpose and will only process such personal data which is relevant to achieve that purpose as explained below:

#### a. For fulfilment of contractual obligations

Your personal data is necessary to take pre-contractual steps at your request, such as preparing an agreement for you following a decision to offer you an assignment as a subcontractor and to perform our contractual obligations towards you such as make payments for services.

#### b. In the context of legitimate interests

Where required and without unduly affecting candidates’ privacy interests or fundamental rights and freedoms, the Company processes your personal data beyond the actual fulfilment of the contract for the purposes of the Company’s legitimate interests pursued directly by the Company or by a third party. These legitimate interests may include:

- Undertaking recruitment activities such as determining the suitability of a candidate’s qualifications, checking for any existing or potential conflicts of interest or any other restrictions which may otherwise restrict or prevent a candidate’s employment with SGS;
- maintain and administer accurate and up-to-date subcontract records, contractual terms and contact details
- Verify the accuracy of your personal information during the recruitment process through background screening;
- Transfer to a potential client for subcontracting assignment.

#### c. As a result of your consent

As long as you have granted us consent to process the data for certain purposes, this processing is legal on the basis of your consent. Your consent is always optional and can be withdrawn at any time. This also applies to withdrawing declarations of consent that were given to the Company before GDPR came into force, i.e. before 25th May 2018. For the avoidance of doubt, withdrawal of consent shall not affect the legality of data processed prior to such withdrawal.

#### d. Due to statutory or legal obligations or in the public interest and to protect your vital interests

WHEN YOU NEED TO BE SURE



Such as providing you with disability access to our premises for interviews or meetings where applicable. Where the data we collect is needed to meet Company legal or regulatory obligations or enter into an agreement with you or is needed for legitimate purposes, if the Company cannot collect this personal data the Company will be unable to continue the recruitment process and / or fulfil its contractual obligations (in which case the Company will inform you accordingly).

#### **4. WHO HAS ACCESS TO YOUR DATA AND HOW IT WILL BE PROCESSED**

##### **4.1 Within SGS Global Group**

Your data will be shared within the Company including Technical Staffing Services department and other business functions and managers, to assess your application, check references, verify your information and potentially to contact you about an offer of contract.

Your contact information might also be used to improve your job application experience and SGS's recruitment process. For example, you might be asked to participate in surveys related to recruitment. Your participation in such surveys is completely voluntary.

If your application is unsuccessful, the information you submit may be referred to in the event that you make a later application and we may attempt to contact you via the e-mail address or the telephone number you provide in the event that a subsequent vacancy becomes available for which you may be suitable.

##### **4.2 Outside SGS Group**

We usually transfer personal data to third parties outside the Company to complete the purposes listed in clause 3 above:

- Transfer to Client to whom SGS is providing search and recruitment services under contract
- Third party service providers such as IT systems providers, hosting providers, cloud service providers, database providers and third parties who carry out pre-employment checks on prospective candidates and relocation and visa applications agencies. Each of these service providers has signed contracts to protect your personal information;
- The referees which you have provided to us during the recruitment process and interviews;
- Any legitimate recipient of communications required by local laws or regulations.

#### **5. TRANSFER OF YOUR INFORMATION TO OTHER COUNTRIES**

SGS is a company that operates globally. Your data might therefore be used globally in connection with the recruitment process by SGS. You understand that your data might be processed by SGS in countries where data privacy legislation might not be

as strict as in your home country. If your personal data is transferred to a country that is deemed to not have an adequate level of data protection, we will put in place suitable safeguards to ensure that such transfer is carried out in compliance with applicable data protection rules. To ensure this level of protection for your personal information, SGS may use a data transfer agreement with the third party recipient based on standard contractual clauses approved by the European Commission, or ensure that the transfer is to a jurisdiction that is the subject of an adequacy decision by the European Commission or to the US under the EU-US Privacy Shield framework or any other EU-US data transfer approved mechanism. You may request additional information in this respect and obtain a copy of the relevant safeguard by exercising your rights as set out below. Where SGS transfers personal data to other group companies, we rely on the standard contractual clauses.

#### **6. HOW LONG YOUR DATA IS STORED**

We will only retain personal data for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. Data relating to unsuccessful candidates for roles within the Company is kept for a minimum period of 12 months and a maximum of 48 months after the date on which we notify you that your most recent application has been unsuccessful. Data relating to successful candidates will be at least for the duration of the subcontract agreement and working relationship with the Company, but in most cases the Company will keep your personal data for a period after the agreement has ended, to allow us to fulfil our legal obligations. Retention periods may vary depending on why the Company needs the Data. The retention periods for candidate personal data are contained within the Company's Technical Staffing Services Retention Schedule. However, if a candidate wishes to have their personal data removed from our systems, they can make a request as described in section 7 below, which we will review as set out therein.

#### **7. WHAT YOUR RIGHTS ARE AND HOW YOU CAN EXERCISE THEM**

Your information will be accessible as is necessary for your application, taking into consideration our need to comply with legal requirements under applicable law(s). We may retain your information to be able to contact you should a suitable job opening occur in the future. If you do not wish to be considered for future employment opportunities, we will delete your information at your request. You have a right to request access and to obtain a copy of your personal data as processed by the Company. If you

believe that any information, we hold about you is incorrect or incomplete, you may also request the correction of your personal data.

You may also:

- object to the processing of your personal data;
- request the erasure of your personal data;
- request restriction on the processing of your personal data and/or
- withdraw your consent where SGS has obtained your consent to process personal data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

The Company will honour such requests, withdrawal or objection as required under applicable data protection rules, but these rights are not absolute: they do not always apply and exemptions may be engaged. We will usually, in response to a request, ask you to verify your identity and/or provide information that helps us to better understand your request. If we do not comply with your request, we will explain why.

To exercise the above rights, please send an email to the contact details mentioned in section 1 above.

We strive to maintain good customer relations and deal with your issues to your satisfaction. If you are not satisfied with the Company's answer or processing of your Personal Data, please let us know and we will investigate your concern. Should you still not be satisfied with SGS's response, you have the right to make a complaint to a supervisory authority.

#### **8. HOW DO WE PROTECT PERSONAL DATA**

The Company implements appropriate technical and organisational measures to protect personal data against unauthorised, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing. These security measures have been implemented taking into account state of the art technology, proportionate cost of implementation, the risks presented by the processing and the nature of the personal data, with particular care for sensitive data. In particular, the Company is committed to raising awareness, confidentiality undertakings and training to ensure that data is not shared or disclosed to unauthorised persons.

#### **9. UPDATES TO THIS NOTICE**

This notice was last updated in January 2023. It may be subject to amendments. Any future changes or additions to the processing of personal data as described in this notice that may affect you will be communicated to you through the normal appropriate channels.



**WHEN YOU NEED TO BE SURE**