



SGS GROUP

ON-LINE CANDIDATE PRIVACY NOTICE

We thank you for your interest in a career with SGS!

The protection of your personal data is important to us. Before proceeding with your on-line application, please carefully read the following **SGS Group On-Line Candidate Privacy Notice** to understand what personal data SGS collects when you apply to SGS, what We do with your data, and what rights You have (SGS being referred to as “SGS”, “We” or “Us”).

All your on-line applications will be processed by SGS via SGS recruitment platform which is powered by an external independent service provider selected by SGS, SmartRecruiters, which operates in full compliance with best practices and applicable laws on the protection of personal data.

By submitting your application on line, you confirm that your personal data therein is accurate and up-to-date. Further, you confirm that you have read and understood this privacy notice and you are aware that by submitting your application on line you consent for us to process your personal data to review and assess your application (in the event we rely on a consent) and prepare your employment contract.

Contents

Data Controller	2
What Personal Data (“Your Personal Data”) are we Collecting?	2
What is the Purpose and legal basis of Collecting Your Personal Data?.....	3
Who has access to your Data and how will it be processed and protected?.....	4
Within SGS Group	4
Transfer of Your Data to other countries	4
Outside SGS Group.....	4
How long your Data is stored	5
How can You self-manage Your Personal Data?	5
Online Candidate Privacy Notice changes and updates.....	6



Data Controller

SGS refers to SGS SA and its Affiliated Companies. For the purposes of applicable data protection laws, the controller of your data will be the SGS Affiliate to which you are applying for a position. For further information, please click [here](#) to see all SGS Affiliates. This notice applies to all such companies.

Each candidate's on line application will be treated by the relevant SGS Affiliate that is managing your application. For example, if You apply to a job in Switzerland, Your application will be treated by the relevant SGS Affiliate located in Switzerland.

If You have any questions or comments about our on line candidate privacy notice, please contact us by email at privacy@sgs.com, or by using SGS online privacy request form available at <https://www.sgs.com/en/online-privacy-statement/privacy-request-form> or by writing to your [data controller](#).

What Personal Data (“Your Personal Data”) are we Collecting?

To apply on line to a job at SGS, the following Personal data is collected:

- Your name, surname, email address;
- Your experience and education data as well your CV;
- If You apply with Your LinkedIn or Indeed social media profile, we will upload information from Your social media profile into your recruitment platform and maintain an updated link with Your social media profile;

As a candidate, You will be informed of the status of Your application by the SGS Affiliate managing your application either by phone or via e-mail.

When applying to a job at SGS on line via SGS recruitment platform, you may also create a “Smartprofile” account in SmartRecruiters Candidate Portal. Your subscription to Smartprofile is completely voluntary and is not required to be considered for an SGS application. The following personal data will be processed and managed directly by our Service provider SmartRecruiters:

- Your login data (name, surname and encrypted password) to create Your account and access to Your profile.

The “SmartProfile” account will be managed by you and will not be accessed by SGS for any reason. It will allow you to (i) see Your profile and manage all the applications You've made; (ii) follow the status of your application(s) to SGS (iii) subject to your consent, be informed of new job offers from SGS in the event that a subsequent vacancy becomes available for which You may be suitable, (iv) exercise your rights if you want to withdraw your consent or no longer want to have your Personal Data processed by deleting your Smartprofile on SmartRecruiters Candidate Portal account.



What is the Purpose and legal basis of Collecting Your Personal Data?

SGS collects Your personal data:

For fulfilment of our contractual obligations: Your personal data is necessary to perform our contractual obligations towards you or to take pre-contractual steps at your request, such as preparing a contract of employment for you following a decision to make you an offer of employment.

In the context of our legitimate interests which 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;
- Verify the accuracy of Your personal information during the recruitment process through background screening;
- Manage our HR records and make your personal data available within SGS Group and update our recruitment databases;
- Transfer to a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of SGS' business or assets.

As a result of your consent. As long as you have granted us with Your 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. Your Consent will in particular be required to (i) create a "Smartprofile" Account on SmartRecruiters candidate Portal; (ii) to receive new job opportunities from SGS before You submit your application or (iii) to participate in surveys related to SGS recruitment process. To withdraw your consent, please refer to clause 6 below.

Due to statutory or legal obligations or in the public interest and to protect your vital interests such as providing you with disability access to our premises for interviews or meetings where applicable.

We collect only your personal data, which we need for these purposes. The use of your personal data provided during your job application will be limited to a need basis and shared only with the employees and third parties that are directly involved in the recruitment processes for the specific position.



Who has access to your Data and how will it be processed and protected?

Within SGS Group

We will only share Your Personal Data with your data controller's human resources department to assess your application, check references, verify your information and potentially to contact you about a position.

If Your application is successful, Your personal data will be used for personnel administration including the establishment of a personnel record and management purposes.

If your application is unsuccessful, and subject to your consent, the information you submit may be referred to contact you via the e-mail address or the telephone number you have provided us in the event that a subsequent vacancy becomes available. If you have created a Smartprofile Account on SmartRecruiters candidate portal, the offer will be made via your Smartprofile account unless you have not given your consent to receive new job offers or you have deleted your Smartprofile Account on SmartRecruiters candidate portal.

Transfer of Your Data to other countries

We operate globally. Your Data might therefore be used globally in connection with Our recruitment process. You understand that Your data might be processed by Us in countries where data privacy legislation might not be as strict as in Your home country (for instance your personal data may be transferred out of your home country to the country where you are applying for the particular position). If Your personal data is transferred outside the EEA, We will put in place suitable safeguards to ensure that such transfer is carried out in compliance with applicable data protection rules.

Outside SGS Group

SGS may share Your Personal Data with trusted partners in order to perform recruitment tests, background checks, reference checks, as well as any other recruitment-related partners, usage statistical analysis, customer support, technical operations and provide data hosting services. Our trusted partners are prohibited from using Your Personal Data except to provide these services to SGS, and they are required to maintain the confidentiality of Your Personal Data.

Our trusted partners are:

- Third party service providers such as IT systems providers, hosting providers, cloud service providers, database providers, third parties who carry out pre-employment checks on prospective employees, third parties who carry out skill assessments, parties who allow the electronic signature of contractual documents. Each of these service providers has signed contracts to protect your personal information.
- A potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of Our business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;



- the referees which You have provided to Us during the recruitment process and interviews; and any legitimate recipient of communications required by laws or regulations.
- Our Sub-processors for SGS on line candidate are SmartRecruiters (SPOLKA AKCYJNA) Oddzial w Polsce (Poland): SmartRecruiters' branch in Poland used for operation, maintenance, support and testing of Our Recruitment platform;
- We shall remain responsible in case of onward transfers to third parties.
- We share the Personal Data with these third-party providers to support Our Services only. Any other use of the Personal Data by third-party providers is prohibited.

All third-party providers receiving Personal Data from the European Union, the United Kingdom and/or Switzerland agree to (i) process the Personal Data only to the extent required by SGS' Services and in accordance with SGS' instructions and (ii) comply with the applicable data protection laws for transfer and processing of Personal Data and (iii) provide adequate technical and organization measures to protect the Personal Data.

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 all candidates for roles within SGS is kept within our recruitment platform for 24 months from the date of the last update made by you. Data relating to successful candidates is dealt with by the employee privacy notice that will be provided to You upon joining SGS.

However, if you wish to have your personal data removed from our recruitment system databases, you can make a request as detailed in section 6 below, unless otherwise defined by any applicable local laws which would prevent SGS to remove a candidate data.

How can You self-manage Your Personal Data?

Individuals wishing to exercise their legal rights to access, erase, rectify or object to the collection of their personal data through SGS on line recruitment platform should make a written request to SGS, with a justification of such requests. Such request shall be addressed either:

- by e-mail at privacy@sgs.com or
- In writing to your Data Controller at the address mentioned on [SGS Office directory](#), or
- Through Your SmartProfile on SmartRecruiters Candidate Portal:
 - Right to rectification: You can modify Your profile by going to the "My SmartProfile" section Terms - Modify Profile;
 - Right to withdraw my consent: you can withdraw your consent to being contacted by SGS concerning new opportunities matching your skills, experience and geographical preferences by editing your answer to "Preliminary Questions" in an SGS application or by deleting your SmartProfile Account in the settings tabs "Manage Your Account";
 - Right to be forgotten: You can withdraw and delete Your profile at each company You applied for: section Terms - Right to be Forgotten FooterTerms - Right to be Forgotten



- Right to data portability: You can export Your profile in a machine-readable format section Terms - Export your Profile;
- Right to object to processing: You can decide whether or not You wish to create a Candidate Portal and to delete it as mentioned above. You will still be able to apply to the job of Your choice without creating a Candidate Portal;
- Right to restriction of processing: Your Personal Data will be used solely for the purposes mentioned above;
- You can decide whether or not to create a Candidate Portal. You will still be able to apply to the job of Your choice without creating a Candidate Portal.

If you are an EU resident and you consider that SGS' processing of personal data is not in compliance with the European General Data Protection Regulation (GDPR) or should you not be satisfied with our information, you have the right to complain to your local supervising authority.

Online Candidate Privacy Notice changes and updates

This Data Privacy Notice is implemented with immediate effect on December 2nd, 2019. SGS reserves the right to update or amend the Notice from time to time.