ZÜST & BACHMEIER SA
TRASPORTI INTERNAZIONALI

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Indirizzo per corrispondenza
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Information Document on the Processing of Personal Data of Candidates
Document for Staff Selection

In compliance with the provisions of the Swiss Federal Data Protection Act (LPD), we provide you with the necessary information regarding the processing of personal data collected and processed during the staff selection process.

1. DEFINITIONS

The personal data you provide, or that are otherwise acquired in compliance with the applicable legal and contractual provisions—related to, connected with, and/or instrumental to the evaluation of your application for personnel selection—will be processed in accordance with the FADP and confidentiality obligations.

- **Personal Data:** Any information concerning an identified or identifiable natural person. For example, personal data included in a CV (such as name, surname, previous work experience, image).

- **Data Subject:** The private individual whose personal data are processed.

- **Processing:** Any operation relating to data, regardless of the means and procedures used, including, in particular, the collection, storage, use, modification, communication, archiving, or destruction of data.

- **Communication:** Making data accessible, such as authorizing consultation, transmission, or dissemination.

2. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER AND DATA PROTECTION OFFICER (DPO)

The company that determines the purpose and means of processing personal data, in compliance with the FADP, is **Zust & Bachmeier SA**, a company governed by Swiss law, headquartered in Chiasso, via G. Motta, 6 – CHE-101.275.764, Switzerland (hereinafter referred to as the "Data Controller" or the "Company").

The Data Controller's contact details are as follows: **candidatura@zust-bachmeier.com**

3. PURPOSE OF PROCESSING / DATA RETENTION

PURPOSE OF PROCESSING	DATA RETENTION PERIOD
a) Staff selection: Conducting recruitment and staff selection activities for the potential establishment of an employment relationship. Reviewing unsolicited applications and applications submitted in response to job postings via web portals. Conducting interviews, including video interviews (candidate's image) and/or telephone interviews. Processing is carried out in the context of pre-contractual measures.	Data will be retained for **12 months** after the conclusion of the selection process if Zust & Bachmeier SA decides not to proceed with your application. The CVs of candidates who progress in the selection process and become part of Zust & Bachmeier SA will be retained in the company, along with employee documentation, for **10 years** after the end of the employment relationship.
b) Viewing the publicly accessible "social profile" of the candidate on social	Data will be retained for the duration of the selection process and will then be deleted.

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media/networks: The Data Controller may collect and process the candidate's personal data to the extent that such collection is necessary and relevant for the selection process and is related to business social networks. The processing of data is necessary for the pursuit of the overriding interest of the Data Controller.	
c) Verification of Curriculum Vitae: Requesting copies of documentation related to work certificates and educational records (e.g., continuing education) in order to complete the application dossier and proceed with the evaluation. The processing of data is necessary for the pursuit of the Data Controller's overriding interest..	The data will be retained for **12 months** after the conclusion of the selection process if Zust & Bachmeier SA decides not to proceed with your application. The CVs of candidates who are selected and become part of Zust & Bachmeier SA will be retained by the company, along with employee documentation, for **10 years** after the end of the employment relationship.

4. Recipients of Collected Personal Data

The personal data you provide will be disclosed to recipients who will process the data under the specific instructions of Zust & Bachmeier SA. Specifically, the data will be disclosed to:
a)   a) entities providing services for the management of the information system used by Zust & Bachmeier SA and telecommunications networks (including email);
b)   b) employees of Zust & Bachmeier SA operating in various corporate functions who will process the data in the performance of their duties according to the company's directives. In particular, internal personnel involved in the selection process and department heads who requested the opening of the job position for which you have applied;
c)   c) firms or companies in the context of assistance and consultancy relationships;
d)   d) competent authorities for compliance with legal obligations and/or provisions of public bodies, upon request.

5. Transfer of Data Abroad

The personal data will not be communicated outside the territory of the Confederation.

6. EXERCISE OF RIGHTS

- Under the conditions established by the **FADP**, the Data Controller recognizes the following rights (non-exhaustive list):
- **Right to rectification**: Obtain the correction of inaccurate or outdated personal data.
- **Right to information**: Be informed in writing and free of charge if personal data concerning you are being processed.
- **Right to prevent disclosure**: Prevent the communication of particularly sensitive personal data to third parties.
- **Right regarding automated decisions**: Express your opinion on an automated individual decision or request that it be reviewed by a human.
- **Right to data portability**: Obtain the delivery of personal data or request its transmission to third parties.
- **Right to restriction**: Request that data processing be blocked, that its communication to third parties be prevented, or that personal data be corrected or deleted.
- **Right to prohibit processing**: Request that a specific processing of personal data be prohibited, that the communication of personal data to third parties be prohibited, or that personal data be deleted or destroyed.

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- **Right to add a dispute note**: If neither the accuracy nor inaccuracy of personal data can be proven, request that a note be added to indicate its disputed nature.
- **Right to notification**: Request that the correction, deletion, blocking (especially regarding communication to third parties), the mention of disputed status, or a judicial ruling be communicated to third parties or published.
- **Right to recognize illegality**: Have the illegality of personal data processing recognized.
- You may exercise your rights as provided by the **FADP** by contacting the Data Controller at the following email address: **candidatura@zust-bachmeier.com**

7. CHANGES AND EFFECTIVE DATE

The Data Controller reserves the right to modify, update, add, or remove parts of this privacy notice at its discretion and at any time. To facilitate verification, the notice will include the date of the latest update.
Update date: October 26, 2023

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- **Acknowledgment of Receipt of the Information Notice for Personal Data Processing**
- **I, the undersigned _____, declare that I have received the information notice regarding the application process and have been informed about the processing of personal data carried out for purposes a), b), and c).**
- **Place and date: _____**
- **SIGNATURE _____**