

Note: Please, read the privacy notice and agree to the terms of use in order to proceed with your application.

## **Privacy Notice**

### **Use of personal data**

We hereby inform you about the processing of your personal data and the rights you are entitled under data protection law.

Changes to our privacy policy may become necessary due to changes to our website or due to changes in legal requirements. We reserve the right to make such changes at any time.

The controller responsible for processing of your personal data is the legal entity at which you applied for the specific position.

Personal data contained in your application may be used by above mentioned legal entity and its affiliates, branches, and subsidiaries (hereinafter referred to as “Sika”) in other countries, for the purpose of providing technical support to enable recruitment process or if you have given your specific consent, also for considering your application for other suitable positions. In some countries the standards for data protection may be different from the standards of data protection of your home country. Your personal data, however, will at any time be protected with appropriate technical and organizational measures and processing is performed in accordance with this Privacy Notice and with applicable data protection law. Your personal data will be hosted and stored on behalf of Sika by Smart Recruiters. Smart Recruiters is obliged to meet high security standards to protect your Information.

If we transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place if the European Commission has confirmed that the third country has an adequate level of data protection or if other appropriate data protection safeguards are in place.

The categories of personal data processed include

- Your contact information (such as first name, last name, country of residence, telephone number, e-mail address)
- Data on your professional background (for example, cv, qualifications and degrees, work experience)
- Information regarding your personal circumstances (for example, cover letter, career interests), which may also include special categories of personal data (for example, ethnicity) – only if this is legally required or if you decide to share these data with us.

We collect and store your personal data when you provide it to us by:

- registering on our career portal
- creating and updating your candidate profile
- applying for a job with your data
- being added to our talent pool
- sending us your data by e-mail or post
- providing us with your data at a career fair or other event

When you submit your application, we will collect the relevant personal data to assess your suitability for possible employment opportunities within Sika. Sika reserves the right to confirm references and verify educational background. You confirm that personal data contained in your application is true and accurate and does not contain any misleading statements or omissions.

Your personal data may be held, processed, disclosed and retained for recruitment purposes, marketing purposes related to recruitment (so long as your consent is valid), personnel administration, management and/or statistics (to support the optimization of recruitment process) as well as for legal and regulatory purposes, unless expressly agreed otherwise between you and Sika. The legal basis for the processing of your personal data when registering on the portal or submitting your application is your voluntarily given consent under Art.6 para.1 lit.a) GDPR.

### **Other processing of your personal data**

Should the data processing be necessary to protect a legitimate interest of the person responsible or of a third party and should the interests, fundamental rights and freedoms of the data subject not outweigh the former interest, our overriding legitimate interest according to Art. 6 para. 1 1<sup>st</sup> sentence lit. f) GDPR shall serve as the legal basis for the processing. For instance, this applies to any investigations concerning criminal offences. If necessary, we shall inform you separately by stating our legitimate interest, insofar as this is required by law.

In addition, European regulations 2580/2001 and 881/2002 require us to compare your data with the "EU terror lists" in order to ensure that no funds or other economic resources are used for terrorist purposes.

### **Retention and Administration of Information**

If your application is successful and you are invited to attend an interview or assessment with Sika, your Information will be retained, and Sika may also use your personal data for personnel administration and management purposes. Insofar as the provision of personal data is necessary to initiate or execute contractual relationships or in connection with performing pre-contractual measures, the legal basis for the processing is our overriding legitimate interest in connection with the conclusion or the performance of a contract. If required and legally permissible, we will process your data for purposes other than the original contractual purposes to fulfill legal obligations in accordance with Art. 6 para. 1 section c) GDPR.

If your application is unsuccessful, Sika may retain your application and personal data contained therein in general for up to six (6) months, if not dictated otherwise by local legislations. Sika reserves the right to refer to the personal data contained in the application and contact you for another suitable job within Sika, only based on your explicit consent. However, as your application has been submitted for a specific position it will not be automatically considered for another job opportunity. Please apply separately for any other positions you might be interested in.

If your personal data is held in the talent pool, your data will be deleted in accordance with the relevant data protection policies mentioned above, with the stipulation that if you have not revised or used your profile for a period of twelve months, we will send you an e-mail requesting you to update your data. If you fail to update your data or to actively confirm that the data is still up-to-date, we will remove you from the talent pool and delete your personal data as part of our regular deletion schedule.

### **Your Rights and Removal of your personal data**

(a) Right of access: You may have the right to obtain from us confirmation as to whether or not personal data concerning you is processed, and, where that is the case, to request access to the personal data. The access information includes – inter alia – provision of the information about the purposes of the processing, the categories of personal data concerned, and the recipients or categories of recipients to whom the personal data have been or will be disclosed. However, this

is not an absolute right and the interests of other individuals may restrict your right of access. You may have the right to obtain a copy of the personal data undergoing processing. Your requests are generally free of charge. We may charge a reasonable fee based on administrative costs in case your request is manifestly unfounded or excessive, in particular because of its repetitive character.

- (b) Right to rectification: You may have the right to obtain from us the rectification of inaccurate personal data concerning you. Depending on the purposes of the processing, you may have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- (c) Right to erasure ("right to be forgotten"): Under certain circumstances, you may have the right to obtain from us the erasure of personal data concerning you and we may be obliged to erase such personal data.
- (d) Right to restriction of processing: Under certain circumstances, you may have the right to restrict processing of your personal data. In this case, the respective data will be marked and may be processed by us only for certain purposes.
- (e) Right to data portability: Under certain circumstances, you may have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit those data to another entity without hindrance from us.

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**(f) Right to object: Under certain circumstances, you may have the right to object, on grounds relating to your particular situation, to the processing of your personal data by us and we can be required to no longer process your personal data. Moreover, if your personal data is processed for direct marketing purposes, you have the right to object at any time to the processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing. In this case your personal data will no longer be processed by us for such purposes.**

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If you believe that your privacy rights have been infringed, you also have the right to complain to the supervisory authority.

If you have any questions regarding the use of your personal data or if you wish to object to Sika's processing of data, in accordance with local applicable data protection laws and regulations please contact your local data protection contact under email address available under following link: [GDPR \(sika.com\)](#) or, where applicable, use the "Exercise Your Privacy Rights" web form on our Sika websites.

You can access and update the data you have provided in your profile on the Career Portal at any time. If you discover that your personal data stored with us is incorrect or outdated, you have the right to verify and correct it directly in the Career Portal. It is your sole responsibility to ensure that this data is true and correct.

You can withdraw your application at any time via your candidate profile as well as delete your profile. Please note that any active applications will be withdrawn automatically. Your profile with all your personal data will be immediately blocked and deleted as part of our regular deletion schedule.

## **How to contact us**

If you have any concerns or questions about this Privacy Notice, please contact the Sika entity to which you have applied or local data protection contact whose email address is available under following link: [GDPR \(sika.com\)](mailto:GDPR@sika.com).

## **Terms of Use**

By registering in the career portal or/and by applying to specific position, you are expressing interest in working for us or for a company within the Sika Group and agree to the collection, processing and use of the provided information for the purposes described here. The legal basis of the processing of your personal data when registering to the portal or submitting your application is your given consent. It is up to you to decide whether you want to apply for other vacancies in addition to your specific application and make available your personal data to the business function for that purpose. You can withdraw your consent any time. Please note that the withdrawal only applies to the future. Processing that took place prior to the withdrawal shall not be affected thereby.

If we wish to process your personal data for a purpose not mentioned in the Privacy Notice above, we will inform you beforehand.

If you would like to receive automated notifications about new job offers, you can specify this when creating your candidate profile or at any time afterwards under the tab "Options" and "Job notifications". You can create detailed search profiles and will be notified by e-mail for the duration of the time you choose. If you no longer wish to receive such e-mails in the future, you can deactivate the job notifications at any time. If you have deleted your profile, you will no longer receive job notifications.

Personal data contained in your application will be transmitted over the internet. The internet is open everyone, and security of such means of transmission can never be guaranteed. Subject to mandatory legal provisions Sika and Smart Recruiters are not liable for any injury, loss or damage incurred by you or a third party as a result of any error, delay or failure of Information transmission via the internet.

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By submitting your application, you agree to these Terms of use and to the processing of the personal data you provide in the application in accordance with the Privacy Notice above.

By submitting your application, you also confirm that the personal data provided in your application is true and accurate and does not contain any misleading statements or omissions.

If the Sika entity to which you are applying is located outside of your country of origin in a third country, by submitting your application, you also consent to the transfer of your personal data to that third country to the extent necessary to process your application.