

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.

When we transfer personal data to service providers outside of country of origin, the transfer will only take place if 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.

### **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 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, we may be required by law to check your information against "Anti-terror lists" to ensure that funds or other economic resources are not 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.

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**

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 [privacy@ch.sika.com](mailto:privacy@ch.sika.com) or, where applicable, use the "Exercise Your Privacy Rights" web form on our Sika websites].

[Should you believe that the processing of your personal data violates local data protection requirements you may have the right to request access to your personal data, rectification of your personal data; erasure of your personal data, restriction of processing of your personal data, data portability and to object to the processing of your personal data. If you have declared your consent to any personal data processing activities, you can withdraw this consent at any time with future effect. You also have the right to complain to the Data Commissioner as provided under the Data Protection Act of Kenya.

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 our Data Protection Officer at [privacy@ch.sika.com](mailto:privacy@ch.sika.com).

### **Terms of Use**

[By registering in the career portal or 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. Accordingly, Sika and Smart Recruiters will ensure that only authorized personnels have access to your data. We have implemented appropriate technical and organisational measures for the protection of the data, this being both technical security and managerial controls. However, kindly note that the internet is open to everyone, and security of such means of transmission can never be fully guaranteed. Therefore, 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 breach, delay or failure

of Information transmission via the internet However, in case of a breach, you shall be notified in writing within a reasonably practicable period as required by the law.

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By clicking the "I agree" button and registering 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 clicking the "I agree" button 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 clicking the "I agree" button, you also consent to the transfer of your personal data to that third country to the extent necessary to process your application.