

PRIVACY NOTICES

IN THE CONTEXT OF EXECUTIVE SEARCH SERVICES

To whom it may concern

We attach great importance to protecting your data. In the following, we would like to inform you about the purposes for which Heads! International AG processes your personal data.

CONTROLLER

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DATENSCHUTZBEAUFTRAGTER

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WE PROCESS THE FOLLOWING SOURCES/DATA CATEGORIES

SOURCES:

- XING, LinkedIn, other publicly available sources

DATA CATEGORIES:

- Applicant data (contact details, CV, cover letter)
- Photo
- Testimonials
- References
- Salary information

PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

We process your personal data primarily for the purpose of executive search and recruitment services. This includes assessing your personal profile, matching you with open positions, and communicating with potential employers.

The legal basis for processing is derived from:

- Your consent, where applicable
- The necessity of processing for the conclusion or performance of a contract or pre-contractual measures
- Our legitimate interest in providing efficient and professional recruitment services, which includes maintaining a candidate database and optimizing candidate-employer matches.
- Compliance with legal obligations, e.g. Swiss commercial or tax law.

NEED TO PROVIDE PERSONAL DATA

Providing your personal data is voluntary. However, without it, we may not be able to consider you for relevant job opportunities or process your application effectively.

DURATION OF PROCESSING

The processing of personal data ends with filling the position or after the completion of the mandate. After filling the job, the personal data will be deleted after 6 months. We will only process your personal data beyond this period if you have given your consent or if prolonged storage is required due to litigation. After the period of purpose or revocation of your consent, the relevant data will be routinely blocked and deleted in accordance with legal requirements.

DISCLOSURE TO THIRD PARTIES

Data is passed on to third parties only on the basis of legal permits and within the scope of legal requirements.

Within our company, on the basis of your consent or due to the legitimate interest, only persons and bodies receive your personal data, which they receive for the purpose of placement or execution of the contract with our clients, for fulfilment of administrative tasks, obtain legal obligations or business interests.

Outside of our company, we transmit your data to our clients who have instructed us to look for a suitable candidate based on our contractual obligation. If we use third-party services, we shall, for example, take appropriate legal precautions by entering into an order processing contract, as well as appropriate technical and organizational measures to protect the personal Data.

One such service provider is Ezekia, a cloud-based recruiting software and communication platform. We have entered into a data processing agreement with Ezekia to ensure the secure processing of data.

DISCLOSURE TO THIRD COUNTRIES

If personal data is transferred to countries outside of Switzerland, we ensure that the Federal Council has determined that the country in question provides an adequate level of data protection. Or that appropriate safeguards, such as standard contractual clauses, are in place.

RIGHTS OF AFFECTED PERSONS

The FADP provides you with the following rights:

- The right to information
- The right to rectification
- The right to erasure
- The right to restriction of processing
- The right to withdraw consent
- The right to data portability
- The right to lodge a complaint with a supervisory authority

THE RIGHT TO OBJECT

You have the right to object to the processing of your personal data at any time if there are reasons arising from your particular situation, and the processing is based on our legitimate interests.

POSSIBILITY OF APPEAL:

You have the option to contact the aforementioned Data Protection Supervisor or a data protection regulator with a complaint. The data protection regulator responsible for us is:

Eidgenössischer Datenschutz- und Öffentlichkeitsbeauftragter

Feldeggweg 1

CH - 3003 Bern

Telefon: +41 (0)58 462 43 95 (Mo. bis Fr., 10.00 bis 12.00 Uhr)

Telefax: +41 (0)58 465 99 96

Contact form: <https://www.edoeb.admin.ch/edoeb/de/home/der-edoeb/kontakt/kontaktformular.html>