

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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WE PROCESS THE FOLLOWING SOURCES/DATA CATEGORIES

Contact person at client

- Surname, first name
- E-mail address
- Address
- Telephone numbers

PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

The purpose of processing data is to communicate with the contact person at the client in order to fulfil the contract. The legal basis is the controller's overriding legitimate interest of the Swiss Federal Act on Data Protection (revFADP), enabling efficient communication with representatives of legal entities.

DURATION OF PROCESSING

Personal data is processed only for as long as necessary to fulfill the intended purpose or as required by statutory retention periods.

DISCLOSURE TO THIRD PARTIES

Personal data is disclosed to third parties only if:

- it is necessary for contract performance
- there is an overriding legitimate interest,
- the data subject has consented, or
- a legal obligation exists to disclose the data.

DISCLOSURE TO THIRD COUNTRIES

Personal data is only transferred abroad if the recipient country ensures an adequate level of data protection as defined by revFADP. The list of countries recognized by the Swiss Federal Data Protection and Information Commissioner (FDPIC) can be found on their official website.

We use the tool Ezekia - a cloud-based recruiting software and communication platform that is used to process personal data in the context of contract performance. This use is carried out within the framework of a data processing agreement in accordance with Art. 9 revFADP. Ezekia uses subprocessors to provide its services. It is ensured that these subprocessors either operate within the European Economic Area (EEA) or, if operating in a third country, that appropriate safeguards are in place as defined by Art. 16 para. 2 revFADP. These include, in particular, the EU Standard Contractual Clauses or adequacy decisions by the European Commission, which are also recognized by Switzerland.

If a third country does not ensure adequate protection, data transfers will only occur in exceptional cases under Art. 17 revFADP (e.g., explicit consent, contract fulfillment, or enforcement of legal claims).

RIGHTS OF AFFECTED PERSONS

Under the Swiss revFADP, you have the following rights:

- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to withdraw consent
- Right to receive and transfer data
- Right to lodge a complaint with the FDPIC

THE RIGHT TO OBJECT

Data subjects have the right to object at any time to the processing of their personal data if reasons arise for their particular situation that speak against the processing and if the processing is based on the overriding interests of the controller