

data protection notice.

last updated [01-09-2023]

This data protection notice explains who we are, for what purposes we may use your personal data, how we handle it, to whom we may disclose it [such as clients, service providers and/or other Randstad Group Companies], where it may be transferred to or accessible from and what your rights are.

introduction

This data protection notice applies to the processing of personal data we collect when you visit our website, use our mobile app, when we provide you our Services and the processing of personal data of persons who work for companies with which we conduct (or intend to conduct) business.

Your privacy and the security of your personal data is important to Randstad (Switzerland) Ltd. and the rest of the Randstad Group companies. We are responsible for ensuring that all personal data entrusted to us is processed in accordance with applicable data protection legislation.

This notice explains who we are, for what purposes we may use your personal data, how we handle it, to whom we may disclose it [such as clients, service providers and/or other Randstad Group Companies], where it may be transferred to or accessible from and what your rights are.

Insofar as the consent of the data subject is required (e.g., to the processing of particularly sensitive data; marketing), it is hereby assumed that by accepting this Privacy Policy, you give your express consent to the processing of data within the scope of the purposes described below. You may revoke your consent at any time.

1. about randstad

Randstad (Switzerland) Ltd. (referred to in this notice as: "we" or "us" or "Randstad"), will process your personal data in accordance with this data protection notice (such personal data sometimes also referred to as "information").

Except as otherwise set out below, Randstad is the controller of the personal data ('controller' within the meaning of applicable data protection legislation).

For the efficient operation and management of our business, Randstad Group

Companies may in certain instances jointly define the purposes and means of Processing Personal Data (joint controllers). Examples of processing activities where Randstad Group companies jointly process personal data are those related to managing our Misconduct Reporting Procedure and Sanctions checks, which we do jointly with Randstad N.V. Please contact us (see the section "Contact us" below) if you want to know more about these jointly-controlled processing activities or would like to receive a summary of the joint controllers' roles and responsibilities and/or exercise your data protection rights regarding any jointly-controlled processing of your personal data.

2. website visitors

When you visit our website or a Randstad app, we collect some information related to your device, your browser and to the way you navigate our content. We may use cookies to collect this personal data.

Cookies are small text files that are saved on your device when you visit our website. Cookies enable the website to remember your actions and preferences (for example, your choice of language) and recognize you when you return, so that we may analyze trends, determine your areas of interest and administer our website in order to speed up the navigation process and to make your site experience more efficient.

When you visit our website, we gather information that relates to your device, your browser and to the way you navigate our website content, such as:

- your device's Internet Protocol (IP) address
- the IP address of your Internet Service Provider
- device screen resolution
- device type (unique device identifiers)
- browser and operating system versions
- geographic location (country only)
- preferred language used to display
- the date and time of access to the website
- the internet address from which you were directly linked through to our website
- the control system that you use
- the parts of the website that you visit
- the pages of the website that you have visited and the information that you viewed
- the hyperlinks you have clicked
- the material that you send to or download from our website

If you choose to download our reports or white papers; or to subscribe to our newsletter

news, events and alerts; or submit an inquiry we may ask you to fill out a form with information such as your name, e-mail address, job title and company. From the moment you engage in one of the aforementioned actions, we will be able to relate the information listed above about your device, your browser and to the way you navigate our website content directly to you.

Randstad processes your personal data only for the purposes specified below:

- To manage the website and for system administration purposes (e.g. also for diagnosing technical problems, analyse the traffic to our website): based on the legal ground of (a) Legitimate interest in managing our website or implementing our marketing and communication strategy; and/or (b) If (a) is not possible because of local mandatory law, processing may only be carried out in these few cases, based on consent;
- For web analytics, in order to optimize the user experience (analyzing the way our pages are visited, analyzing trends, observe and measure how our visitors engage with our website) and the quality of the content provided to you (e.g. job posting): based on the legal ground of (a) Legitimate interest in improving our website, marketing and communication strategy; and/or (b) If (a) is not possible because of local mandatory law, processing may only be carried out in these few cases, based on consent;
- If you choose to download our reports or white papers or to subscribe to news, events and alerts, fill in webforms, we will use the information you provide us to send you the content requested, to communicate with you (including, where you agree, to send you related information that might be of interest to you) and to improve our marketing and communication strategy: Randstad can send whitepapers, newsletters, events and alerts where you have given consent to receive this. If you are no longer interested in these Randstad messages you are always able to opt-out from receiving such communications;
- For managing specific inquiries: based on the legal ground of (a) Legitimate interest in improving our website, marketing and communication strategy; and/or (b) If (a) is not possible because of local mandatory law, processing may only be carried out in these few cases, based on consent;
- Cooperating with law enforcement agencies/courts, management of legal disputes/claims: Processing is necessary to safeguard the legitimate interests of Randstad, which include protection of the company's assets, safeguarding of its legal interests and the administration of legal claims/disputes.

Further information about which cookies we use for which purposes, as well as other settings for configuring or deleting cookies, can be found in our [Cookie Policy](#)¹.

¹ <https://www.randstad.ch/en/cookies/>

3. candidates

We use your personal data when providing our HR-services, which include recruiting and selecting staff, placing workers, temporary work, secondments, payroll, personal development, career counseling, coaching, planning, and HR and salary management services, as described further in the Terms and Conditions (collectively, the "Services").

By innovating at scale, Randstad will fulfill our compelling vision: to empower lifelong employability and deliver on our brand promise of proactivity, transparency and guidance to offer a truly enriching talent experience for finding a job around the world.

As a candidate, we collect and process personal data about you such as:

- Identification data – We may process your name, contact details (including home address, home and mobile phone number), nationality and country of residence, your date of birth, gender and digital signature, and the languages you speak.
- Curriculum vitae and other personnel information – We may process your curriculum vitae, your career history, information about your skills, experience and educational background, and other relevant information (such as your photo, interview notes and personal data included in your cover letter or as part of the application).
- Information about compensation and benefits – We may process personal data relating to your current compensation and benefits, including (but not limited to) your current bonus, recurring payments and benefits.
- Government issued identifiers – We may process government issued identifiers, including (but not limited to) your passport and identity card number and social security number, if required by law.
- Photos and video recordings – If you participate in events, meetings, conferences, etc., in relation to the recruitment process, we may process photos or videos of you.
- Visitor information – When you access our buildings, we may collect your name, contact details, car license plate number and other identification features for security reasons. If we are legally obliged to do so, we may also ask you to disclose information about your health (including information about viral infections, flu, etc.) for health and safety reasons.
- Information you provide to us – We may process further personal data if you provide it to us.

This data may be collected from you directly or indirectly. In the latter case, we will inform you about the purpose of the processing and the data sources we use when we

communicate with you in connection with our services (e.g., to draw your attention to a job offer), and we will do so at the latest within one month of the date on which we indirectly receive your data. Excluded from this are cases where disclosing such information to you would involve a disproportionate effort. In this case, we may take alternative measures to protect your rights and freedoms.

Randstad processes your personal data only for the purposes specified below:

- To provide our Services to you (including matching and proposing you to clients, interviews, assessments): For example, we may process your personal data in order to recommend jobs to you based on your profile and to enable our consultants to provide you with tailor-made job offers, career advice, retraining opportunities and integration measures, to propose additional training if necessary, and to introduce you to HR managers: The processing of your data and the use of automated systems is necessary in order to be able to offer you our placement services, and it is therefore based on a (pre)contractual imperative;
- Training and updating of systems/statistical purposes. Some of the systems that we use to provide our Services are based on machine learning technology. In order for that technology to function reliably, it needs to be trained and updated on the basis of existing data. We may also process personal data in an aggregated manner for statistical purposes: Based on our legitimate interest in training and updating our systems. We have taken measures to minimize the impact on data protection rights as far as possible, for example, we perform de-identification and provide a simple opt-out option in your selection options;
- Dispute management and litigation: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes;
- Compliance with labor, tax and social security laws and other legal or regulatory requirements (e.g. equal opportunity and workplace diversity requirements): Processing is necessary for compliance with employment and social security legal obligations;
- Events: Based on our legitimate interest in maintaining a good relationship with our community of candidates and promoting our services by inviting you to our events;
- Facilities, security and contingency planning purposes: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include safeguarding and securing our assets, our facilities, our information systems and our people;
- To conduct corporate transactions (including mergers, acquisitions and divestments): Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include Randstad's interest in developing its business through mergers, acquisitions and divestments.

We may store your personal data for a period of one year from the last interaction we had with you in order to be able to offer you our services.

4. temporary workers

Personal data that we have received directly or indirectly will be processed in order to establish and transact an employment relationship within the scope of staff hiring, or to place workers in permanent positions with customers of Randstad. Only persons who were previously registered as applicants or candidates will be deployed as temporary employees or selected for a permanent placement (see "Candidates" section).

If, for example, you are temporarily employed by one of our customers, we may process the following personal data of yours:

- Identification data – Your name, contact information (including home address, home and mobile phone number), nationality and country of residence, your date of birth, gender and digital signature, and the languages you speak.
- Professional information – We may process personal data in connection with your professional activity, including (but not limited to) your job title, job description and place of work, your department, your professional email address, your reporting levels and your employment status (full-time/part-time/etc.).
- Financial Information – Financial information, including (but not limited to) your account number, bank details.
- Salary data – We may process salary data, including (but not limited to) recurring payments and benefits, your bonus.
- Performance information – Performance information, including (but not limited to) information about your performance ratings
- Information about disciplinary actions – Details of disciplinary actions taken against you, if applicable.
- Information about complaints – In order to simplify the reporting of complaints and (alleged) misconduct within the Randstad Group, we have established dedicated channels through which stakeholders can raise their concerns, either through local reporting mechanisms at the level of the local Randstad Group companies or, in the event of serious misconduct (including whistleblowing), via our Integrity Line, which is reporting office for the Randstad Group. When we receive a complaint or report of (alleged) misconduct, we may process personal data relating to the complainant, the other persons named in the complaint and the person(s) who is the subject of the complaint and/or the investigation of the complaint.
- Official identifiers – Official identifiers, including (but not limited to) passport and

- identification card number and social security number, where required by law.
- CV and other application information – Your CV and other relevant information (e.g., your photo, interview notes and information contained in your cover letter or involved as part of the application process).
 - Travel and expense data – Travel and accommodation information and expense information, including (but not limited to) travel itineraries, hotel and travel bonus cards.
 - Information that you voluntarily provide to us – Information that you voluntarily provide to us, including (but not limited to) information that you provide to us when you use IT support or call our helpline, as well as information about you that may be transmitted through the use of a webcam when communicating with us.
 - Vehicle information – Information about your private or company vehicle, including (but not limited to) licence plate number, tickets and fines.
 - Photo and video material – When participating in external or internal events, meetings, conferences or other events, we may process photos or videos of you.
 - Information about your family and relatives – Information about your family and relatives, including (but not limited to) details of the composition of your family (name, gender, age), any special needs or upbringing requirements of children or relatives, and emergency contact information.
 - Information related to ID cards/access control cards – Employee ID cards and access control cards may contain your name, a photo of you and your employee number and may be linked to other stored data (department, phone number, licence plate no.).
 - Survey results – We may process your answers to questions in employee surveys.
 - Information relating to your use of Randstad devices, software and access to the Randstad network – We may process information relating to your use of our devices, software and access to our networks, including (without limitation) your browsing history and your use of email, the Internet and social media, whether at the workplace, on our devices or otherwise through our networks.
 - Visitor information – When you access our buildings, we may collect your name, contact details, car licence plate number, ID card, etc., for security reasons. If we are legally obliged to do so, we may also ask you to disclose information about your health (including information about viral infections, flu, etc.) for health and safety reasons.
 - Special categories of data, such as:
 - Health information – Health-related information, including (but not limited to) injuries and exposures, reports of incidents, disabilities, illness and incapacity for work, and information relating to maternity rights, where required by law.

Insofar as we process these special categories of data, we will protect, secure and use this information in accordance with this Policy and the applicable laws.

- Information about trade sanctions affecting you – We may verify whether you are a politically exposed person, a Specially Designated National, or otherwise

subject to sanctions under applicable laws or regulations.

Randstad processes your personal data only for the purposes specified below:

- General HR management and administration purposes (including workforce management): The processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for compliance with employment and social security legal obligations;
- Compensation, payroll and expense reimbursement (including reporting and billing to clients): The processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for compliance with employment and social security/tax legal obligations;
- Insurance, pension and other benefits: Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for compliance with employment and social security legal obligations;
- Performance management, career development and training: Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the development and training of employees;
- Fleet management: Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for the purpose of the legitimate interests pursued by Ransdstad, which include safeguarding our assets;
- Disciplinary and grievance management, investigations, appeals (including managing complaints) and handling reports through Randstad's misconduct reporting procedure: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes;
- Dispute management and litigation: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes;
- Health and safety management: The processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for compliance with employment and social security legal obligations. If not based on the above grounds: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of its employees, company assets, protecting its legal interests and managing legal claims/disputes; or protection of the vital interests of the Data Subjects;
- Managing holidays, leaves and other absences: Processing is necessary for the performance of the temporary worker's employment contract; and Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include improving efficiency in the workplace and the proper conduct of its business;

- Compliance with labor, tax and social security laws and other legal or regulatory requirements (e.g. equal opportunity and workplace diversity requirements): Processing is necessary for compliance with employment and compliance with our legal obligations under labor, tax, social security and other laws and regulations;
- IT support: Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for the purpose of the legitimate interests pursued by Ransdstad, which include safeguarding our assets and ensuring security of our information systems;
- Facilities, security and contingency planning purposes: Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for the purpose of the legitimate interests pursued by Ransdstad, which include safeguarding and securing our assets, our facilities, our information systems and our people;
- Network and device usage optimization and related security controls (including company network access and authentication): Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for the purpose of the legitimate interests pursued by Ransdstad, which include safeguarding our assets and ensuring security of our information systems;
- Preventing, detecting and investigating fraud and other crimes, and compliance with sanctions regimes (including identification of politically exposed persons, specially designated nationals and screening against sanctions lists): Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes; and/or Processing is necessary to comply with our legal obligations (including when authorities or administrations ask information about a temporary worker);
- Emergency and disaster management: Based on a legitimate interest pursued by Randstad, which includes ensuring the safety of talent; and Where the above ground is not possible because local mandatory law requires so, only in those limited cases may this be based on a consent;
- Relocation, mobility and travel management: Processing is necessary for the performance of the temporary worker's employment contract; and/or Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include improving efficiency in the workplace and the proper conduct of its business;
- To monitor and enforce compliance with Randstad policies and procedures: For the purpose of the legitimate interests pursued by Randstad, which include safeguarding our assets and ensuring security of our information systems;
- To monitor and enforce compliance with legal obligations applicable to us (including the requirements set out in your contract with us): Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes;
- Recruitment and staffing: based on the legal grounds of (a) As a (pre)contractual

imperative for our services in mediation (e.g., via the General Terms and Conditions on the website) or when we conclude an employment contract with you, we need some data in order to be able to set up that contract and then correctly execute it; (b) If and only if the local process would not result in a legally binding contractual relationship pursuant to (a), or if applicable law prescribes otherwise, an exception could be based on our legitimate interest in establishing and maintaining a relationship; (c) If (a) and (b) are not possible or if so required by local mandatory law, these may only be carried out in these limited cases, based on consent;

- Employee surveys, statistical purposes: Based on our legitimate interest to survey our temporary workers so as to better understand their needs, to improve our services and to build and maintain a good relationship with our temporary workers and with the clients our temporary workers work at;
- Events: Based on our legitimate interest to organise events so as to better build and maintain a good relationship with the community of temporary workers and with the clients our temporary workers work at;
- To manage memberships of employees to professional associations: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include improving efficiency in the workplace and the proper conduct of its business;
- To perform internal and external audits: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include improving efficiency in the workplace and the proper conduct of its business, including compliance with laws and regulations;
- To conduct corporate transactions (including mergers, acquisitions and divestments): Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include Randstad's interest in developing its business through mergers, acquisitions and divestments.

Your personal data will generally be stored for 10 years after termination of the employment relationship, in accordance with the statutory retention obligation, if this is necessary and provided there is no special law that provides for any longer retention obligation.

We may retain your personal data for a longer period of time, if this is necessary in connection with any actual or potential litigation (for example, if we need this personal data to establish or defend legal claims); in this case, we will retain your personal data until the end of such litigation; and/or if we are required to comply with a legal or regulatory obligation (for example, for tax or social security purposes); in this case, we will retain your personal data for as long as this obligation so requires.]

5. business relations

In the context of our Services, we process your personal data if you are working for

companies with which we are conducting (or intending to conduct) business (e.g. to make offers for the Services and to maintain a business relationship with the company you work for).

We process the following personal data about you:

- Identifying data – We may process your name and other contact information (including email address and landline and mobile numbers), your gender and digital signature and languages you speak.
- Professional information – We may process data relating to your work, including (without limitation) your job title, location and department.
- Photos and video recordings – If you participate in our events, meetings and conferences, etc., we may process photos or videos of you.
- Survey results – We may process your answers to questions in surveys.
- Visitor information – When you access our buildings, we may collect your name, contact details, car licence plate number, ID card, etc., for security reasons. Where we are legally authorised to do so, we may also ask you to disclose information about your health (including information about viral infections, flu, etc.), for health and safety reasons.
- Information you provide to us – We may process additional data if you wish to provide it to us.
- Information about trade sanctions affecting you – We may verify whether you are a politically exposed person, a Specially Designated National, or otherwise subject to sanctions under applicable laws or regulations.

Randstad processes your personal data only for the purposes specified below:

- To administer and manage the contractual relationship between Randstad and our clients and suppliers: Necessary for the performance of the contract between Randstad and the client or supplier;
- Business development (including sending direct marketing and offers): Depending on the circumstances this may be based either on your consent or on our legitimate interest to maintain good relations with our current or prospective clients and suppliers. You can always choose not to receive direct marketing and offers from us; see the section “Your data protection rights” below;
- Facilities, security and contingency planning purposes: For the purpose of the legitimate interests pursued by Randstad, which include safeguarding and securing our assets, our facilities, our information systems and our people;
- Health and safety management: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of its employees, company assets, protecting its legal interests and managing legal claims/disputes; and/or protection of the vital interests of the Data Subjects;
- To conduct corporate transactions (including mergers, acquisitions and divestments): Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include Randstad’s interest in developing its business

- through mergers, acquisitions and divestments;
- Events: Based on our legitimate interest to organise events so as to better build and maintain a good relationship with our clients and our suppliers;
 - Preventing, detecting and investigating fraud: To comply with our legal obligations when some authorities or administrations ask information about our contact as a client; and/or Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes;
 - IT support: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include safeguarding our assets and ensuring security of our information systems;
 - Surveys (including satisfaction surveys): Based on our legitimate interest to survey our clients so as to better understand their needs, to improve our services and to build and maintain a good relationship with our clients;
 - Dispute management and litigation: Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes with our clients and suppliers;
 - Compliance with legal or regulatory requirements: Processing is necessary for compliance with our legal or regulatory obligations (e.g. obligations under tax laws to keep certain information including personal data);
 - Preventing, detecting and investigating fraud: To comply with our legal obligations when some authorities or administrations ask information including personal data; and/or Processing is necessary for the purpose of the legitimate interests pursued by Randstad, which include the protection of company assets, protecting its legal interests and managing legal claims/disputes;
 - To monitor and enforce compliance with Randstad policies and procedures: For the purpose of the legitimate interests pursued by Randstad, which include safeguarding our assets and ensuring security of our information systems;
 - To perform internal and external audits: For the purpose of the legitimate interests pursued by Randstad, which include the proper conduct of its business and accuracy of financial reporting.

Your personal data will generally be stored for 10 years after termination of the employment relationship, in accordance with the statutory retention obligation, if this is necessary and provided there is no special law that provides for any longer retention obligation.

We may retain your personal data for a longer period of time, if this is necessary in connection with any actual or potential litigation (for example, if we need this personal data to establish or defend legal claims); in this case, we will retain your personal data until the end of such litigation; and/or if we are required to comply with a legal or regulatory obligation (for example, for tax or social security purposes); in this case, we will retain your personal data for as long as this obligation so requires.

6. hr technologies

Our use of innovative HR technologies for talent matching and services

Our ultimate goal is to support people and organizations in realizing their true potential. We believe that the best way to achieve that goal is by combining our passion for people with the power of today's HR technologies. By HR technologies we mean technologies that help us digitize and enhance a variety of recruitment-related processes.

For example we use chatbots to improve your talent experience. Chatbots give candidates the opportunity to answer questions based on the requirements of the job they apply for. This is a user-friendly way for candidates to:

- provide us with relevant information that may not be readily apparent from the application, profile or resume of a candidate.
- know promptly whether their skills meet a job's essential requirements and, if not, to easily explore other jobs or to identify gaps in their skillset.
- answer at any moment convenient to the user.

As part of the larger recruitment process, HR technologies allow us to connect candidates more quickly to our consultants. This, in turn, allows our consultants to better support candidates in exploring jobs and to deliver the right candidates more quickly to our clients. HR technologies also allow our consultants to find people based not only on the jobs they qualify for but also on the basis of jobs they are interested in.

Improving the client experience

HR technologies help us to search through a broader and more diverse set of candidates so that we become even better at finding the best talent with the most relevant skill-set for our clients. Thanks to these technologies our consultants can focus on the tasks that require genuinely human traits that technology cannot emulate: creativity and emotion.

Web beacons

Our emails may contain a single, campaign-unique "web beacon pixel" to tell us whether our emails are opened and verify any clicks through to links or advertisements within the email. We may use this information for purposes including determining which

of our emails are more interesting to users, to query whether users who do not open our emails, wish to continue receiving them and to inform our advertisers in aggregate how many users have clicked on their advertisements. The pixel will be deleted when you delete the email. If you do not wish the pixel to be downloaded to your device, you should select to receive emails from us in plain text rather than HTML.

Responsible use of HR technologies

Randstad is committed to the ethical and responsible use of innovative HR technologies (you can read our AI principles [here](#)²). Randstad does not use these technologies as a substitute for humans or human interaction in any part of its processes. Instead, our use of HR technologies is intended to make interactions with clients and candidates more personal, relevant and meaningful.

We strive to involve human beings whenever we make decisions that significantly impact you. If, in exceptional cases, we were to make such decisions based on a fully automated process (ie. without involvement of humans), we will only do so where that is permitted by law and after having notified you.

To ensure all candidates are treated fairly we take steps to avoid bias where we use HR technologies. For example:

- We regularly test the output created by these technologies to identify potential unfair bias.
- We regularly obtain expert advice to continuously improve the way in which we identify and remove bias.
- Both our consultants and our search and match algorithms are thoroughly trained and always work together.

7. with whom do we share your personal data

We may share your personal data:

- to other companies of the Randstad Group. We are part of a multinational group of companies, and from time to time we share personal data with other Randstad groups of companies in order to ensure efficient business operations, to comply with legal and regulatory requirements and to be able to offer you and our customers our Services (including matching). An overview of these organisations can be found [here](#)³.
- to customers of Randstad. As part of our services, including recruitment and

² <https://www.randstad.com/s3fs-media/rscom/public/2020-02/randstad-ai-principles.pdf>

³ <https://www.randstad.com/find-randstad-in-your-country/>

placement of temporary workers.

- to third parties providing personnel services (e.g., payroll service providers).
- to third parties that provide IT-related services (e.g., we use an external provider to support our IT infrastructure; e.g., an important part of our software and databases is located in a cloud environment operated by a third-party provider).
- to third-party marketing service providers (e.g., we may store your personal information in a cloud-based CRM application hosted and provided by a third-party provider; e.g., if we engage a third-party provider to organise an event, we may share your personal information with that third-party provider to invite you to that event).
- to providers of professional services (e.g., our auditors, our tax advisors, our legal advisors).
- to banks and insurance companies and pension institutions (for example, to pay the salaries of our temporary employees, we provide our bank with some of their personal data).
- to public authorities (e.g., Randstad is required by applicable law to disclose personal data to social security authorities and tax authorities).
- to law enforcement authorities, courts and regulators (e.g., the police may require us to disclose personal data to them as part of a criminal investigation).

We may also disclose your personal data to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets; or
- if all or a substantial part of our assets are acquired by a third party, in which case the personal data that we hold about you may be one of the transferred assets.

If we disclose your personal data as described above, this personal data may be transferred both within and outside the European Economic Area (EEA). In the event that we transfer your personal data internationally, we will only do so in accordance with applicable law and will require that an adequate level of protection for your personal data exists and that appropriate security measures are taken. Your personal data may be transferred from countries within the EEA to countries outside the EEA (potentially to any country where the Randstad Group is present; an overview of the Randstad Group's presence can be found at this [link](#)⁴). In such cases, we require the following safety measures to be observed:

⁴ <https://www.randstad.com/find-randstad-in-your-country/>

- The laws of the country to which your personal data is transferred ensure an adequate level of data protection. Click [here](#)⁵ to see the list of non-EEA countries that the Federal Data Protection and Information Commissioner (EDÖB) considers provide an adequate level of data protection; or
- The transmission is subject to the standard data protection clauses approved by the European Commission and the EDÖB. You can find more information about these privacy clauses [here](#)⁶; or
- All other applicable appropriate safeguards in accordance with Article 46 of the EU General Data Protection Regulation (2016/679).

If you would like more information about the safeguards we have implemented to protect your personal data at the international level, please contact your local data protection advisor.

8. how we will protect your personal data

We have technical and organizational security measures in place to protect your personal data from being accidentally lost, used, altered, destructed, disclosed or accessed in an unauthorized way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your personal data are governed by Randstad's rules for information and IT security, data protection and other internal regulations and guidelines applicable to the processing of personal data.

While we have measures in place to protect your personal data, it is important for you to understand that 100% complete security cannot be guaranteed. Accordingly, we have procedures in place to deal with data security incidents and to comply with legal requirements applicable to the detection, handling and notification of personal data breaches.

9. your data protection rights

You have the following rights regarding your personal data:

1. Right to be informed: You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights. This is why we are providing you with the information in this notice.
2. Right of access: You have the right to access the personal data we keep about

⁵https://www.edoeb.admin.ch/edoeb/en/home/datenschutz/arbeit_wirtschaft/datenuebermittlung_ausland.html

⁶https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en

you – this is because we want you to be aware of the personal data we have about you and to enable you to verify whether we process your personal data in accordance with applicable data protection laws and regulations.

3. Right to rectification: If your personal data is inaccurate or incomplete, you have the right to request the rectification of your personal data.
4. Right to erasure: This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your personal data where there is no compelling reason for us to keep it. This is not a general right to erasure, there are exceptions.
5. Right to restrict processing: You have rights to 'block' or suppress further use of your personal data in certain circumstances. When processing is restricted, we can still store your personal data, but may not use it further. We keep lists of people who have asked for further use of their personal data to be 'blocked' to make sure the restriction is respected in future.
6. Right to data portability: You have the right to obtain and reuse your personal data in a structured, commonly used and machine-readable format in certain circumstances. In addition, where certain conditions apply, you have the right to have such personal data transferred directly to a third party.
7. Right to object to processing: You have the right to object to certain types of processing, in certain circumstances. In particular, the right to object to the processing of your personal data based on our legitimate interests or on public interest grounds; the right to object to processing for direct marketing purposes (including profiling); the right to object to the use of your personal data for scientific or historical research purposes or statistical purposes in certain circumstances.
8. Right to withdraw consent: If our processing of your personal data is based specifically on your consent, you have the right to withdraw that consent at any time. This includes your right to withdraw consent to our use of your personal data in the context of voluntary employee surveys.
9. Right to object to automated decision making: You have the right not to be subject to a decision based solely on automated Processing, including profiling, which produces legal effects for you or similarly significantly affects you. Automated decision making takes place when an electronic system uses personal data to make a decision without human intervention. This is not a general right to object, there are exceptions. For example, we are allowed to use automated decision making where it is necessary to perform a contract with you and appropriate measures are in place to safeguard your rights. For further information, see the section "Innovative HR technologies".

Protecting your data is very important to us. For enquiries of any kind relating to exercising your rights or this Privacy Policy, please contact Randstad 's data protection advisor at the following email address: datenschutz@randstad.ch. We will treat your request with particular care to ensure that you can effectively exercise your rights. We may ask you to provide proof of identity to ensure that we do not disclose your personal

information to anyone other than yourself! You must be aware that in certain cases (e.g., due to legal requirements) we will not be able to process your request immediately.

In any case, we will inform you of the measures taken within one month of receipt of your request. You have the right to lodge a complaint with a data protection supervisory authority: Eidgenössischer Datenschutz- und Öffentlichkeitsbeauftragter, Feldeggweg 1, 3003 Bern, Switzerland.

10. changes to this data protection notice

We may update this notice from time to time. You can see the date on which the last change was made below. We advise you to review this notice on a regular basis so that you are aware of any changes.

This statement was updated on: 01.09.2023