

## Data protection statement for applicants (Switzerland)

Thank you for your interest in a position at iTSM Group. We take the protection of your personal data very seriously. The guarantee of data protection and data security is an important basic principle for the iTSM Group. Your personal data will be processed by us in strict compliance with the General Data Protection Regulation (GDPR) and other national data protection laws of the EU member states as well as other data protection regulations. The definitions according to Article (4) of GDPR apply.

All employees and cooperation partners are obliged to comply with data protection regulations.

In the following, we would like to inform you how your personal data will be processed in connection with your application.

### 1. Controller

Joint Controllers in accordance with Article 4 in conjunction with Article 26 of the GDPR are:

Trusted Quality Switzerland GmbH  
Schwyzerstrasse 2a  
CH-6642 Steinen

phone: +41 44 567 61 91

e-mail: [office@trusted-quality.ch](mailto:office@trusted-quality.ch)

CEO: Sebastian Biebl, Helmut Schönherr

iTSM Consulting GmbH

Uwe-Zeidler-Ring 21 -25

55294 Bodenheim

phone: +49 6135 9334 0

e-mail: [info@itsmgroup.com](mailto:info@itsmgroup.com)

CEO: Siegfried Riedel

Depending on which iTSM Group company you are applying for and which vacancies you may be also considered for, the following iTSM Group companies may also be controller:

| iTSM Group   |  |  |   |
|--|--|--|---|
| <b>Austria</b>   | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">                     Trusted Quality GmbH<br/>Hackhofergasse 1<br/>1170 Wien<br/>phone: +43 676 738 6 752<br/>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br/>CEO: Siegfried Riedel                 </td> <td style="width: 50%;">                     Softpoint Trusted Quality GmbH<br/>Linzer Straße 16e<br/>4221 Steyregg/Linz<br/>phone.: +43 732 794479 0<br/>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br/>CEO: Siegfried Riedel, Hubert Feneberger                 </td> </tr> </table> | Trusted Quality GmbH<br>Hackhofergasse 1<br>1170 Wien<br>phone: +43 676 738 6 752<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel   | Softpoint Trusted Quality GmbH<br>Linzer Straße 16e<br>4221 Steyregg/Linz<br>phone.: +43 732 794479 0<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel, Hubert Feneberger |
| Trusted Quality GmbH<br>Hackhofergasse 1<br>1170 Wien<br>phone: +43 676 738 6 752<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel   | Softpoint Trusted Quality GmbH<br>Linzer Straße 16e<br>4221 Steyregg/Linz<br>phone.: +43 732 794479 0<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel, Hubert Feneberger  |  |   |
| <b>Romania</b>   | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">                     iTSM Trusted Quality srl<br/>2 Mexic, Bl. 1, Ap. 17, sec. 1<br/>RO-011756 Bucharest<br/>phone: +40 (744) 180499<br/>e-mail: <a href="mailto:office@trusted-quality.ro">office@trusted-quality.ro</a><br/>CEO: Siegfried Riedel, Sebastian Biebl                 </td> <td style="width: 50%;"></td> </tr> </table>   | iTSM Trusted Quality srl<br>2 Mexic, Bl. 1, Ap. 17, sec. 1<br>RO-011756 Bucharest<br>phone: +40 (744) 180499<br>e-mail: <a href="mailto:office@trusted-quality.ro">office@trusted-quality.ro</a><br>CEO: Siegfried Riedel, Sebastian Biebl |   |
| iTSM Trusted Quality srl<br>2 Mexic, Bl. 1, Ap. 17, sec. 1<br>RO-011756 Bucharest<br>phone: +40 (744) 180499<br>e-mail: <a href="mailto:office@trusted-quality.ro">office@trusted-quality.ro</a><br>CEO: Siegfried Riedel, Sebastian Biebl |  |  |   |
| <b>Netherlands</b>   | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">                     Trusted Quality NL B.V.<br/>Hutteweg 24<br/>7071 BV Uift<br/>phone.: +49 6135 9334 0<br/>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br/>CEO: Siegfried Riedel                 </td> <td style="width: 50%;"></td> </tr> </table>   | Trusted Quality NL B.V.<br>Hutteweg 24<br>7071 BV Uift<br>phone.: +49 6135 9334 0<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel   |   |
| Trusted Quality NL B.V.<br>Hutteweg 24<br>7071 BV Uift<br>phone.: +49 6135 9334 0<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel   |  |  |   |

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|-----------------------|---|--|
| <b>United Kingdom</b> | Trusted Quality UK Ltd.<br>1 Bartholomew Lane,<br>London, EC2N 2 AX<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel          |  |
| <b>Italy</b>          | Trusted Quality Italy S.r.l.<br>Via Leonardo Da Vinci 12<br>39100 Bolzano BZ<br>e-mail: <a href="mailto:info@itsmgroup.com">info@itsmgroup.com</a><br>CEO: Siegfried Riedel |  |

In the following, "iTSM Group" refers to the group of companies of iTSM Consulting GmbH and all companies in which iTSM Consulting GmbH holds a majority interest and is referred to generally and for each individual company of the group of companies as "iTSM Group", "us" or "we".

You can contact the iTSM Group's data protection team as follows:

iTSM Consulting GmbH  
 Data Protection  
 Uwe-Zeidler-Ring 12  
 55294 Bodenheim  
 e-mail: [datenschutz@itsmgroup.com](mailto:datenschutz@itsmgroup.com)

## 2. What data do we process during the application process?

Your application documents will be processed centrally by iTSM Consulting GmbH exclusively for the purpose of applicant selection and hiring, based on Article 6(1)(b) of the GDPR in conjunction with § 26(1) of the BDSG. We only process the data you provide us with. The more data you make available to us (language skills, driving licence, etc.), the easier it is to determine your suitability for the open vacancies.

Your application documents will be checked by us as part of the application process and you will receive a feedback at the end of the process.

## 3. Disclosure to third parties

If you do not have sufficient qualifications to fill the position for which you have applied, but you appear suitable for other vacancies in the iTSM Group, your application data may be passed on to the respective decision-maker of the subsidiary in question in order to conclusively determine your suitability. A possible transfer within the iTSM Group is based on Article 6 (1) of the GDPR. It is our legitimate interest to fill vacancies within the iTSM Group in the best possible way, depending on the applicants' skill profiles, the job requirements and the criticality of the vacancy. In the case of Trusted Quality UK Ltd., this means the transfer to a third country, which, however, has been confirmed an adequate level of data protection by an adequacy decision of the European Commission.

You can object to this disclosure in accordance with Article 21 (1) of the GDPR, which means that from the time of the objection your application will only be considered for vacancies in the company to which you applied. An e-mail to [personal@itsmgroup.com](mailto:personal@itsmgroup.com) is sufficient to assert your right of objection.

Your applicant data may not be passed on to unauthorised third parties or international organisations, although personal data may be passed on on the basis of Article 6(1)(c) of the GDPR within the context of fulfilling the legal obligations to which the iTSM Group is subject.

#### **4. How long do we store your data?**

We store your data

- as long as it is required by legal retention periods,
- as long as we need them for the assertion, exercise or defence of legal claims,
- [in case of consent]:
  - until you revoke your consent and there are no reasons to prevent deletion
  - at the latest until the end of the processing time, if agreed, and there are no reasons to prevent deletion.

If your application is successful, your data will be transferred to the personnel file. The further storage period then depends on the time of your company affiliation.

In the event of a rejection, we store your application documents for a period of 7 months from the date of the rejection, based on § 15 (1) and Article 29 (1) of the GIBG. After 7 months your data will be deleted or destroyed.

#### **8. What rights do you have regarding the processing of your personal data?**

You have the right:

- revoke your approval at any time according to Article 7 (3) of the GDPR. As a consequence, we are not allowed to process your data in the context of the purpose your approval was given to anymore.
- obtain information about your personal data being processed by us according to Article 15 of the GDPR
- claim the rectification of inaccurate data and the completion of incomplete data stored by us, without undue delay according to Article 16 of the GDPR.
- claim the erasure of your personal data stored by us according to Article 17 of the GDPR unless the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims,
- claim the restriction of processing your personal data according to Article 18 of the GDPR, as far as the accuracy of the data is contested by you, the processing is unlawful and you oppose the erasure of the personal data, we do not need your personal data anymore, but the data are still required for the establishment, exercise or defence of legal claims or you objected to processings pursuant to Article 21(1) of the GDPR.
- to receive your personal data being processed by us in a structured, commonly used and machine-readable format and to have those data transmitted to another controller according to Article 20 of the GDPR.
- to lodge a complaint with a supervisory authority according to Article 77 of the GDPR. You can find the supervisory authority in the Member State of your habitual residence, place of work or place of the alleged infringement.

You can claim all rights (except the right to lodge a complaint) by contacting our data protection officer using the contact information given at the beginning of this statement.

#### **9. Rights to object**

In cases of processing your personal data based on legitimate interests according to Article 6 (1)(f) of the GDPR, you have the right to object this processing according to Article 21 of the GDPR. This right includes profiling based on certain processings.

The ITSM Group will no longer process your personal data, unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims.

If your personal data is processed for direct marketing purposes, you have the right to object the processing, which includes profiling to the extent that it is related to direct marketing, at any time. If you object processings for direct marketing purposes, we will not process your personal data for purposes like that anymore. To claim that right you can contact our data protection officer using the contact information given at the beginning of this statement.

## **10. Changes to the data protection statement**

This data protection statement corresponds to the data protection requirements being stated in the GDPR. To ensure our data protection statement to be up to date and correspond to actual legal regulation, we reserve the right to make modifications at any time. That also covers the cases that the data protection statement needs to be updated due to new or update services.