

CUSTODIA WEALTH MANAGEMENT SA

Data Protection Statement for Candidates

This data protection statement provides information about how and why Custodia Wealth Management SA collects and processes your personal data.

Scope of application

In compliance with the requirements of Article 19 of the Federal Act on Data Protection, Custodia Wealth Management SA as the Data Controller informs you that your personal data, collected solely for the purpose of evaluating your application with respect to job opportunities and possibly establishing and finalizing an employment relationship, will be processed in full compliance with legal obligations and principles, ensuring full protection of your rights.

Definitions

The following definitions apply:

Personal data: any information concerning an identified or identifiable natural person;

Data subject: the natural person whose personal data are being processed;

Personal data worthy of special protection:

1. data concerning religious, philosophical, political or trade union opinions or activities;
2. data concerning health, intimacy, or race or ethnicity;
3. genetic data;
4. biometric data that uniquely identify a natural person;
5. data concerning administrative and criminal prosecutions and penalties;
6. data concerning social welfare measures.

Processing: any operation with personal data, regardless of the means and procedures used, namely the collection, recording, storage, use, modification, disclosure, archiving, deletion or destruction of data;

Disclosure: transmitting or making personal data accessible;

Data controller: the individual or federal agency that, individually or together with others, determines the purpose and means of processing;

Data processor: the private individual or federal agency that processes personal data on behalf of the data controller.

For what purposes your personal data are used

Your personal data, provided voluntarily or requested to you and acquired in such a way as to enable a proper evaluation process of your application, will be processed by Custodia Wealth Management SA exclusively for the purpose of evaluation and selection and, if necessary, to initiate the recruitment process as well as to fulfill the regulatory and legal obligations applicable to the aforementioned process.

In the event of a visit to the company's premises, please be advised that Custodia Wealth Management SA uses video surveillance systems to protect company assets, the right to prevent unauthorized persons from entering company premises, and to ensure the safety of its employees, contractors, and visitors.

Which personal data are processed by Custodia Wealth Management SA

Custodia Wealth Management SA collects and processes personal data relating to the identity of the candidate such as name, title, place of birth and documents proving identity, contact data such as address, e-mail addresses and telephone numbers, data relating to educational qualifications, work experience and qualifications, training courses attended, internships, documents proving the right to work, any other information entered by the candidate in their Curriculum Vitae, or requested by Custodia Wealth Management SA during any stages of the selection process.

Regulatory and legal requirements may require the processing of personal data worthy of special protection such as, for example, those concerning administrative and criminal prosecutions and sanctions.

When visiting company premises, Custodia Wealth Management SA processes images captured by the video surveillance system. It is possible for Custodia Wealth Management SA to acquire information made public and shared by the candidate on social media or other publicly accessible channels.

Disclosure of personal data abroad

During the application evaluation process, a candidate's personal data may be disclosed abroad in recipient states for which the Federal Council has found legislation to ensure adequate data protection.

Duty to provide data

Providing the requested personal data during the selection process is optional. However, in the absence of the requested data Custodia Wealth Management SA may be unable to continue the selection process and evaluation of the application.

How long your data are stored

Custodia Wealth Management SA will process and store your personal data for as long as necessary to comply with its contractual and legal obligations and to secure its rights and interests. When these needs cease, your data will be deleted. More specifically, resumes received by Custodia Wealth Management SA for spontaneous applications or with respect to applications for which the selection process was unsuccessful will be retained for a maximum time of six months at the end of which they will be deleted. It remains the right of the candidate to request their deletion in a shorter time in the manner specified below.

Who the recipients of personal data are

Within Custodia Wealth Management SA, any organizational unit and any external data controller involved in the candidate selection process or who needs access to your personal data to comply with their contractual, regulatory and legal obligations, as well as to protect their own legitimate interests, will have access to your personal data. Data will not be disseminated in any way unless specifically agreed upon.

What your data protection rights are

Every Data Subject has the right, free of charge and at any time, to access his or her data and, where permitted by law, the right to rectification, the right to erasure, the right to restriction of processing, the right to object to processing and, where applicable, the right to data portability.

If you would like to ask questions about data processing or submit requests to exercise your rights, you can contact us by writing to the email address: data-protection@custodiawm.ch

Data Controller

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This document may be changed at any time without notice.