

# PRIVACY NOTICE

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## 1 General

Cpl Talent Solutions GmbH is committed to protecting all personal and special categories of data held on you.

Cpl Talent Solutions is part of the Cpl Group of companies and for data protection purposes, is the controller and responsible for your personal data.

As such, Cpl Talent Solutions GmbH wants you, the ‘data subject’, to understand how Cpl Talent Solutions GmbH collects, uses, stores and shares your personal data. Cpl Talent Solutions GmbH also wants you understand what rights you can invoke to help you to protect your privacy. In this regard, it is important that you read this Privacy Notice and understand how Cpl Talent Solutions GmbH uses your personal data. Please note that Cpl Talent Solutions GmbH reserves the right to update this Privacy Notice as required. The most recent version of this document can be found on Cpl Talent Solution’s website through the following link: <https://www.cpltechnology.ch/privacy-policy/>.

### 1.1 Cpl Talent Solutions GmbH Information

Cpl Talent Solutions is recruitment company with a focus on job placement technology sector across Switzerland. Cpl Talent Solutions GmbH provides recruitment services and matches people with the right jobs every day.

Cpl Talent Solutions is committed to protecting the rights and privacy of individuals in accordance with both European Union and United Kingdom data protection legislation. Cpl Talent Solutions GmbH shall lawfully and fairly process personal data about candidates, employees, clients, and other stakeholders to achieve its mission and functions.

If you wish to locate further information on Cpl Talent Solutions GmbH, you can find this on the Cpl Talent Solutions GmbH website through the following link: <https://www.cpltechnology.ch/privacy-policy/>.

## 1.2 Legislation

All personal data processed by Cpl Talent Solutions GmbH is done so in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018 (GDPR).

## 1.3 Queries and Complaints

If you are unhappy with the way Cpl Talent Solutions GmbH handles your personal data and wish to complain, or if you simply want further information about the way your personal data will be used, please contact Cpl Talent Solutions GmbH at the below:

Data Protection Officer  
Cpl Talent Solutions GmbH  
Hochbergerstrasse 70  
4057 Basel  
Telephone: +41 61 547 0383  
Email: [dataprivacy@cpl.com](mailto:dataprivacy@cpl.com)

You have the right to lodge a complaint with the Data Protection Commission. To contact the Data Protection Commission, please use the following details:

Data Protection Commission  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Ireland

Telephone: +353 (0)761 104 800 Telephone:  
+353 (0)57 868 4800  
Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

## 1.4 Breaches

Cpl Talent Solutions will take all appropriate technical and organisational steps to safeguard your personal data. In the unlikely event of a data breach, Cpl Talent Solutions GmbH will contact you in line with Cpl Talent Solutions GmbH's legal obligations.

## 2 How Does Cpl Talent Solutions GmbH Collect Information?

Cpl Talent Solutions collects personal data to enable the provision of services to support the Cpl Talent Solutions GmbH purpose. The following non-exhaustive methods of data collection are an indication of ways in which Cpl Talent Solutions GmbH may obtain your information:

- Obtain personal data directly from you;
- Personal data that Cpl Talent Solutions GmbH receives from other sources; and

- When entering Cpl Talent Solutions GmbH's premises, you will be recorded on CCTV surveillance and the Visitor Sign In tablet/book for security purposes.

It is important that the personal data you provide Cpl Talent Solutions GmbH is up to date and accurate. As outlined in Section 7.4 of this notice, if personal data Cpl Talent Solutions GmbH hold on you is inaccurate or incomplete, please contact Cpl Talent Solutions GmbH to update the information.

### 3 What Does Cpl Talent Solutions GmbH Use Information For?

#### 3.1 Process, Purpose, and Lawful Basis

Cpl Talent Solutions uses personal data collected to fulfil Cpl Talent Solutions GmbH's obligations to provide recruitment services and to enable the provision of services to support the Cpl Talent Solutions GmbH purpose.

Cpl Talent Solutions uses personal data for any of the following purposes:

Process	Purpose	Lawful Basis
Pre-Recruitment	To register a prospective data subject's interest in recruitment for employment.	Processing is necessary in order to take steps at the request of the data subject prior to entering into a contract.  The processing is necessary for the exercise of rights and obligations under employment law.
Background Checks	To verify if the data subject is qualified and eligible for certain positions within Cpl Talent Solutions GmbH.	Processing is necessary for compliance with a legal obligation to which Cpl Talent Solutions is subject.

Recruitment and Selection	To complete the recruitment process and assess data subject suitability.	<p>Processing is necessary in order to take steps at the request of the data subject prior to entering into a contract.</p> <p>Processing relates to Cpl Talent Solutions GmbH's obligations in employment and for assessing data subject's work capacity.</p>
Pension	To administer a data subject's pension entitlement and to comply with pension rules.	<p>To comply with various pension laws.</p> <p>Processing is necessary for the performance of a contract to which the data subject is party.</p>
Payroll	To enable Cpl Talent Solutions GmbH to effect payment to the data subject.	Processing is necessary for the performance of a contract to which the data subject is party.
Personnel File	To comply with employment and revenue laws and to ensure that terms and conditions of employment are adhered to.	<p>Processing is necessary for the performance of a contract to which the data subject is party.</p> <p>To comply with various employment and revenue laws.</p>

		To protect the vital interests of the data subject in the event of an accident or emergency.
Entitlement to Work	To enable Cpl Talent Solutions GmbH to achieve compliance with its obligations pursuant to any local legislation governing the entitlement to work.	Processing is necessary for compliance with a legal obligation to which Cpl Talent Solutions is subject.
Time and Attendance Records	To enable the data subject to avail of their rights and entitlement pursuant to the Working Time Regulations 1998.	The processing is necessary for the performance of contract to which the data subject is party.

Statutory Entitlement	<p>To enable Cpl Talent Solutions GmbH to achieve compliance with:</p> <ul style="list-style-type: none"> <li>• Its obligation to the data subject;</li> <li>• Record keeping obligations pursuant to a variety of employment law statutes.</li> </ul>	<p>The processing is necessary for compliance with legal obligation to which Cpl Talent Solutions is subject.</p>
Training Records	<p>To ensure that Cpl Talent Solutions GmbH is in a position to assess the data subject's training needs and to capture proof of training.</p>	<p>The processing is necessary for the performance of contract to which the data subject is party.</p>
Performance Details	<p>To manage the data subject's performance in accordance with relevant Cpl Talent Solutions GmbH policies.</p>	<p>The processing is necessary for the performance of contract to which the data subject is party.</p>
Grievance and Disciplinary	<p>To ensure the data subject's complaints are fairly investigated in accordance with Cpl Talent Solutions GmbH policies.</p>	<p>To comply with Cpl Talent Solutions GmbH legal obligation to apply fair procedures to any data subject's investigation.</p> <p>The processing is necessary for the performance of contract to which the data subject is party.</p>
Medical Information	<p>To manage the data subject's absences, to manage sick pay in accordance with the contract of employment, and to manage the fitness to work of data subjects.</p>	<p>Processing is necessary to assess, subject to data subject safeguards, the working capacity of the data subject.</p> <p>To carry out obligations and exercise rights under employment law.</p>
Making or Receiving Payments	<p>To make or receive any payments in the discharge of normal business functions,</p>	<p>Processing is necessary for compliance with various</p>

	dispute settlement, or to carry out any other payment requirements.	employment and revenue laws.  The processing is necessary for the performance of contract to which the data subject is party.
Customer Feedback	To obtain the data subject's feedback by survey on the Cpl Talent Solutions GmbH recruitment processes, client services and for research purposes.	Processing is based on request of consent which will be taken from the data subject.
Candidate Images and Videos	To obtain the data subject's photos which are used externally (e.g. Cpl Talent Solutions GmbH's website, on social media or even in marketing) for campaigns.	Processing is based on request of consent which will be taken from the data subject.
Attracting Talent	To provide support and assistance on recruitment services to data subjects via third party sources, such as LinkedIn and other job sites, from which Cpl Talent Solutions GmbH obtain personal data.	Processing is based on legitimate interest.
Supporting Talent	To support data subjects in their career guidance and communicate with them directly with useful information, advice, and support materials through email, messaging, or mobile/web notification.	Processing is based on legitimate interests and contractual obligations.

Regulatory Compliance	To comply with financial regulations and any other relevant laws and regulations.	<p>Processing is necessary for compliance with a legal obligation to which Cpl Talent Solutions is subject.</p> <p>Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p>
Third Party Data Sharing	To allow Cpl Talent Solutions GmbH to conduct and carry out functions with third party service providers that enable Cpl Talent Solutions GmbH to deliver Cpl Talent Solutions GmbH's services.	Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
Back-ups	To store personal data and make back-ups of that data in case of emergencies and for disaster recovery purposes.	Processing is necessary for compliance with a legal obligation to which the Cpl Talent Solutions GmbH is subject.
Evidence Submissions	To gather information for dispute resolution services and legal proceedings.	Processing is necessary for compliance with a legal obligation to which the Cpl Talent Solutions GmbH is subject.
Transfer of Information for Parties Legal Proceedings	To allow parties to commence legal proceedings.	Processing is necessary for compliance with a legal obligation to which the Cpl Talent Solutions GmbH is subject.
CCTV systems	For the security, health, and safety of individuals on Cpl Talent Solutions GmbH's premises.	Processing is based on legitimate interest and is necessary for compliance with a legal obligation to which Cpl Talent Solutions GmbH is subject.

Accidents and Incidents	To enable Cpl Talent Solutions GmbH to comply with record keeping obligation pursuant to the Health and Safety at Work Act 1974.	Processing is necessary for compliance with a legal obligation to which Cpl Talent Solutions is subject.
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## 4 Who Does Cpl Talent Solutions GmbH Share Information With?

Cpl Talent Solutions may share personal data with other parties in the course of Cpl Talent Solutions GmbH’s duties. When this is done, Cpl Talent Solutions GmbH adheres to the following principles:

- The transfer is based on a legal obligation, the performance of a contract, or explicit consent.
- Where data is transferred to another party, Cpl Talent Solutions GmbH ensures appropriate technical and organisational safeguards are used to protect your personal data.
- Where Cpl Talent Solutions GmbH engages a third party to provide a service Cpl Talent Solutions GmbH, Cpl Talent Solutions GmbH ensures the provider has taken appropriate technical and organisational measures to process, store, and safeguard your personal data.
- Cpl Talent Solutions, as a Data Controller, will not sell your data to any third party and will take all appropriate steps to ensure the security of your data in dealings with third parties.

While the parties Cpl Talent Solutions GmbH engages may change occasionally, Cpl Talent Solutions GmbH believes it is important you are aware of the types of parties Cpl Talent Solutions GmbH shares data with. The categories and types of third parties outlined below is a non-exhaustive list but provides an indication of the parties Cpl Talent Solutions GmbH shares data with.

### 4.1 Other Third Bodies

Third parties for the purposes of internal and external audits, carrying out research, general practitioners, and or third parties who may improve Cpl Talent Solutions GmbH’s processes and services (such as consultants).

### 4.2 Government Departments, Bodies or Agencies

Cpl Talent Solutions GmbH is legally obligated to share personal data with state actors which is outlined in the Data Protection Act 2018.

Recipients of this data include Government departments such as HMRC, agencies, bodies, investigatory bodies and local authorities.

### 4.3 International Transfers

Where personal data is transferred outside the European Economic Area, Cpl Talent Solutions GmbH use safeguards known as Standard Contractual Clauses (SCCs).

## 5 What Type of Information is Collected?

To fulfil Cpl Talent Solutions GmbH's mandate and perform tasks as outlined in this statement, Cpl Talent Solutions GmbH needs to collect various types of personal data.

While the type of personal data may change occasionally, Cpl Talent Solutions GmbH believes it is important you are aware of the types of data Cpl Talent Solutions GmbH gathers and uses. The following table is a non-exhaustive list and provides an indication of the categories and types of data Cpl Talent Solutions GmbH uses to perform Cpl Talent Solutions GmbH's tasks.

Please note that information listed under one category may be used for the performance of a task or in relation to activities under another heading or as outlined under Section 3.

Category	Type of Data
Candidates	Candidate Name, date of birth, gender, marital status, location, salary expectations, contact history, personal profile, compliance information, stored documents, cv, contact details, contracts details, pay details, tax information, bonus details, qualifications, disability details, images, identification documents, employment history including references interview feedback and interview notes, performance details such as probation forms, review forms, grievance & disciplinary documents and training records, bank account details, pension, tax details.
	<p>Special data revealing data such as ethnicity, sick leave details, occupational health assessment, medical information, incident reports, meeting notes and doctor notes, right to work documents such as passport and visa.</p> <p>Criminal data such as Disclosure Barring Service documents.</p>

<p>Employees</p>	<p>Contact details, contracts details, pay details, tax information, bonus details, qualifications, disability details, identification documents, employment history including references interview feedback and interview notes, performance details such as probation forms, review forms, grievance &amp; disciplinary documents and training records, bank account details, pension, tax details</p> <p>Special data revealing data such as ethnicity, sick leave details, occupational health assessment, medical information, incident reports, meeting notes and doctor notes, right to work documents such as passport and visa.</p>
<p>Other Stakeholders</p>	<p>Contact details, bank details, invoices, tax details and bank statements, proof of address, company registration documents, client details.</p>

## 6 How Long Does Cpl Talent Solutions GmbH Retain Information?

Cpl Talent Solutions GmbH have developed a record retention schedule for all the personal data Cpl Talent Solutions GmbH holds. Each retention period varies dependent on the nature and the purpose of the processing.

The main factors which determine retention periods are as follows:

1. How long it is required to perform the task;

Any legal requirements to hold onto the data;

3. Any pending legal actions.

If you would like to see a copy of the Retention Policy, please contact the DPO at [dataprivacy@cpl.com](mailto:dataprivacy@cpl.com)

## 7 What Are Your Rights?

As a data subject, you will have the following rights as outlined in this section. However, restrictions may apply in certain situations.

### 7.1 Where do I send requests?

Please send all your requests to the contact details provided in Section 1, with as much detail as possible about your requirements to allow Cpl Talent Solutions GmbH to deal with your request efficiently. To answer your request, Cpl Talent Solutions GmbH may ask you to provide identification for verification purposes.

### 7.2 How long will a request take?

Upon receipt of a request, Cpl Talent Solutions GmbH will have 30 days to provide an answer with an extension of two further months if required. If Cpl Talent Solutions GmbH requires more time to deal with your request, Cpl Talent Solutions GmbH will notify you of the delay and the reasons behind it within 30 days of the receipt of the request. If Cpl Talent Solutions GmbH refuses your request, Cpl Talent Solutions GmbH will also notify you within 30 days of the receipt of the request accompanied by the reasons for the refusal.

Cpl Talent Solutions will not charge a fee for any requests, provided Cpl Talent Solutions GmbH does not consider them to be unjustified or excessive. If Cpl Talent Solutions GmbH does consider these to be unjustified or excessive, Cpl Talent Solutions GmbH may charge a reasonable fee (also applicable for multiple copies) or refuse the request.

You are entitled to contact the Data Protection Commission if Cpl Talent Solutions GmbH refuses your request.

### 7.3 Right of Access

You have a right to know what personal data Cpl Talent Solutions GmbH holds on you, why Cpl Talent Solutions GmbH holds the data, and how Cpl Talent Solutions GmbH is processing your personal data.

When submitting your request, please provide Cpl Talent Solutions GmbH with information to help verify your identity and as much detail as possible to help Cpl Talent Solutions GmbH understand the information you wish to access (i.e. date range, subject of the request) and email [dataprivacy@cpl.com](mailto:dataprivacy@cpl.com)

Please note that an access request is free of charge, however, where Cpl Talent Solutions GmbH determines a request to be unjustified or excessive, Cpl Talent Solutions GmbH may charge you a reasonable fee.

### 7.4 Right to Rectification

You have a right to request that Cpl Talent Solutions GmbH's information held on you is up to date and accurate.

Where information is inaccurate or incomplete, Cpl Talent Solutions GmbH encourages you to contact Cpl Talent Solutions GmbH to have this information rectified. Upon receipt of request, Cpl Talent Solutions GmbH will ensure that the personal data is rectified and as up to date as is reasonably possible.

## 7.5 Right to be Forgotten

You have the right to seek the erasure of your personal data in the following circumstances:

- The personal data is no longer required for the purposes for which it was obtained;
- Where data is being processed on the basis of consent, you withdraw consent to the processing and no other lawful basis exists;
- The personal data is being unlawfully processed;
- You object to the processing of personal data and there are no overriding legitimate grounds for the processing;
- Your personal data requires deletion in line with legal requirements.

However, Cpl Talent Solutions GmbH will be unable to fulfil an erasure request if the processing of personal data is necessary for the following:

- Exercising the right of freedom of expression and information;
- Compliance with a legal obligation or for the performance of a task carried out in public interest;
- Reasons of public interest in the area of public health;
- Archiving or statistical purposes in the public interest;
- The establishment, exercise, or defence of legal claims;

Please note that where the legal basis for Cpl Talent Solutions GmbH's processing of personal data is on the basis of a legal obligation, some processing in relation to your data may not be subject to the right to erasure.

To determine your request for erasure, Cpl Talent Solutions GmbH will carry out an assessment of the justification for the retaining your personal data where a legal requirement applies and contact you if Cpl Talent Solutions GmbH are unable to fulfil your request.

Please be aware that in some circumstances Cpl Talent Solutions GmbH may need to retain some information to ensure all of your preferences are properly respected. For example, Cpl Talent Solutions GmbH cannot erase all information about you where you have also asked Cpl Talent Solutions GmbH not to send you marketing material. Otherwise, Cpl Talent Solutions GmbH would delete your preference not to receive marketing material.

## 7.6 Right to Restriction

You have the right to restrict the extent of personal data processed by Cpl Talent Solutions GmbH in circumstances where:

- You believe the personal data is not accurate (restriction period will exist until Cpl Talent Solutions GmbH updates your information);
- The processing of the personal data is unlawful, but you wish to restrict the processing of data rather than erase it;
- Where the personal data is no longer required by Cpl Talent Solutions GmbH, but you require retention of the information for the establishment, exercise, or defence of a legal claim;
- You have a pending objection to the processing of the personal data;

When processing is restricted, your personal data will only be processed: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of other people; or for reasons important to public interest.

Cpl Talent Solutions will contact you to confirm where the request for restriction is fulfilled and will only lift the restriction after Cpl Talent Solutions GmbH have informed you that Cpl Talent Solutions GmbH are doing so.

## 7.7 Right to Data Portability

You have the right to the provision of all personal data held in relation to you in a structured, commonly used and machine-readable format where:  Processing is completed on the basis of a contract;

- Processing is completed based on consent by the you;
- Processing is carried out by automated means.

You may also request that Cpl Talent Solutions GmbH sends this personal data to another data controller where technically feasible.

## 7.8 Right to Object

You have the right to object to the processing of your personal data; however, the processing must have been undertaken on the basis of public interest or legitimate interest by Cpl Talent Solutions GmbH.

If you wish to object to the processing of data, please contact Cpl Talent Solutions GmbH with your request. Cpl Talent Solutions GmbH will then stop the processing of personal data unless it is required for legal proceedings.