

Data Protection Declaration

CONVITUS Sammelstiftung für Personalvorsorge

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Data Protection Declaration

Data protection is taken very seriously by the Beratungsgesellschaft für die zweite Säule AG and the provision institution managed by it (hereinafter referred to as «**CONVITUS**», «**we**», «**us**»). In this data protection declaration, we explain how and for what purpose we gather and process personal data from you in connection with providing the occupational pension scheme and our associated services, both online and offline (e.g. saving, using, forwarding etc.), who we forward your personal data to, as well as your rights in connection with this based on the data protection legislation.

Use of CONVITUS and websites is always possible without entering any personal data. However, in as far as you wish to avail yourself of particular services offered on our websites, processing of personal data will be necessary.

Personal data includes all details regarding personal or factual circumstances which are associated with a specific or identifiable natural person (for example name, address, email address etc.). In this data protection declaration, we will use the terms «Your data» or «Your personal data» for these details.

We undertake to handle your personal data responsibly. We consider the following to be self-evident, that Swiss Federal Legislation on Occupational Retirement, Survivors' and Disablement Pension Stipulations (BVG), the Swiss Federal Law on Vesting in Occupational Retirement (FZG) and the Federal Law on Data Protection (DSG), as well as the associated regulations and other potentially applicable legal provisions are conditions to be met.

In this data protection declaration we will, in particular, inform you as to:

- what personal data of yours we collect and process;
- the purpose of using your personal data;
- who has access to your personal data;
- how long we process your personal data for;
- what rights you have in connection with your personal data; and
- how you can contact us.

This data protection declaration covers the collection and of personal data both online and offline in connection with our business activities, including those which we have obtained from various sources, for example from your employer, from authorities and from other third parties (such as medical officers).

As an introduction, please see our overview «Data Protection in General» (point 2), which will provide you with a short overview of the most important key points regarding our data processing. We will then provide you with more detailed information. The detailed information follows in the sections regarding the occupational benefit scheme (point 3) and on visiting our websites (point 4).

We wish to inform you that this data protection declaration does not contain a comprehensive description of our data processing and individual circumstances may be regulated fully or partially by means of specific data protection declarations, rules and regulations, contracts, powers of attorney, information sheets or similar documents (with or without reference to them in this data protection declaration).

1 Responsible person

1.1 General contact details

CONVITUS or BERAG are **solely responsible** for the following data processing activities according to data protection law:

- application for a job;
- handling of data concerning our partners' contact persons, interested parties, service providers, suppliers, authorities, beneficiaries of CONVITUS managed by BERAG and other website users.

With regard to access to data concerning insured parties and recipients of services from an occupational benefit scheme, as well as further parties involved in occupational benefit schemes, BERAG considers itself as a comprehensive service provider together with CONVITUS to be a **collectively responsible entity** where BERAG acts as a service provider for CONVITUS as the administration function and/or the management board.

Our contact details are:

- CONVITUS Sammelstiftung für Personalvorsorge
Dornacherstrasse 230
4018 Basel
Telefon: 061 337 17 91
Mail: info@convitus.ch
Web: www.convitus.ch
- Beratungsgesellschaft für die zweite Säule AG
Dornacherstrasse 230
4018 Basel
Tel. +41 61337 17 33
Email: info@berag.ch

1.2 Contact details for questions about data protection

If you have any concerns about data protection or questions in connection with delivery of our insurance services, our web presence, the additional services or this data protection declaration, please contact us at:

- CONVITUS Sammelstiftung für Personalvorsorge
Dornacherstrasse 230
4018 Basel
Telefon: 061 337 17 91
Email: datenschutz@convitus.ch

2 Data Protection in General

2.1 Personal data processed by us

We process various personal data depending on the way in which persons contact us, for example by telephone, on a website, in an app, on a portal, over a social network, at an event etc. This, in particular, includes personal data:

- which we receive in connection with our business activity in the obligatory and supra-obligatory or voluntary provision provided to insured parties and their relatives (for example current and previous spouses, partners, parents and children) and other beneficiaries, authorized persons (e.g. a legal representative), future insured parties, interested parties, service providers, or further persons as part of the business activities;
- earlier, current and future employees or their contact persons; members of the employer's family and his employees;
- from members of our organizations;
- from tenants and contact persons of the company when letting residential and business properties;
- from visitors to our websites;
- from visitors to our premises;
- which we receive through contact/contact form/other forms/offer forms or newsletters;
- which we receive in connection with an authorization;
- which we receive in connection with our other services;
- which we receive from job applicants;
- which we are legally or contractually required to collect;
- which we collect through use of our websites ;
- which we receive from authorities and other third parties (medical officers, social and private insurers, other provision institutions and vested benefit banks, suppliers and partners).

Depending on the way the personal data is collected, we process personal data such as:

- **contact, status and identification data** such as name, first name, address, email address, telephone number;
- **personal details** such as date of birth, gender, nationality, place of birth, home town, resident status, marital status, details from identification data (for example passport or ID), beneficiaries, language spoken, dependents data, health data, social aid measures, family identity document, birth certificate, training certificates, insurance number and social security number, contract number, and possibly details regarding earlier pension scheme institutions or vested benefit banks;
- **details in connection with the processing of pension insurance cases:** reporting of the occurrence of a pension insurance case, details of the reason for the pension insurance case (e.g. an accident, illness, date of the event, etc.) and further details in connection with checking and assessing the pension insurance case (e.g. details regarding personal data which must be particularly well protected and regarding involved persons and third parties such as insurers, etc.), details regarding the termination benefits and other benefit cases;
- **details regarding third parties,** in particular details regarding family members or details in connection with our products or services;
- **our account information regarding employers, insured persons or for users of further services** such as login on and logout information, user name, password, user account number;

- **contractual data** such as the type of contract, contents of the contract, types of products and services, prognosis data, applicable business conditions, beginning of the contract, term of the contract, invoicing data and details regarding other insurances;
- **financial and work-related data** such as wages information, account information, payment information, payment mode, creditworthiness data, income, purchasing power, degree of employment, employment relationship, working ability;
- **terminal data** obtained from telecommunications such as a telephone number, premium rate numbers, date, point in time and duration of the connection, type of connection, locations, IP addresses, device identification numbers such as MAC addresses;
- **interaction and usage data:** such as correspondence, preferences and target group information, terminal device type, device settings, operating system, software, details regarding assertion of rights;
- **documentation and particular details associated with job applications:** such as motivation letters, resume and photograph, employer references, diplomas, training certificates, references from third parties, memos;
- **website information:** such as IP address, cookie information, browser settings, frequency of visits to the websites, duration of each visit to the websites, search terms used, clicks on contents, original internet site.

2.2 Where do we obtain personal data from?

2.2.1 Personal data which you give to us

We obtain personal data from you when you send us data or contact us. This can occur over various channels, for example as a part of conversations, over the online portal for insured persons, over a variety of means through which you communicate with us (email, app/portal, written messages, telephone, fax etc.) or also through use of our websites or other services we offer.

2.2.2 Personal data we receive from third parties

Personal data we receive in connection with providing an occupational pension scheme according to the legal regulations (see the following point 3). We also receive personal data from third parties with whom we cooperate in order to be able to perform the business activities as part of the occupational pension scheme and provision of various services. We also obtain personal data from public sources

For example, we obtain personal data from the following third parties:

- employers;
- persons you are in direct contact with (e.g. family members, legal representatives etc.);
- experts, doctors and further service providers who can provide clarifications regarding your state of health;
- private and social security schemes, other provision institutions and vested benefit banks;
- banks and other financial services companies (e.g. brokers, reinsurers etc.);
- credit agencies;

- brokers;
- authorities, courts, parties and other third parties in connection with official and judicial procedures;
- the Swiss Post for the updating of addresses;
- other service providers;
- a public register (the Commercial Register, debt collection register etc.).

2.3 Purposes for which we process personal data

2.3.1 Provision of an occupational pension scheme

Data regarding actively insured parties forwarded to us as part of the digital admission process are processed by us to execute the association agreement for the company associated with the occupational pension scheme (see following point 3). In this way, we ensure that the actively insured parties are properly insured according to the regulations governing occupational pension schemes, as well as the applicable rules and pension plans. The data collected are processed to ensure that the contributions required are correctly calculated, collected and credited to the account in question and that the actively insured parties receive the benefits he is entitled to claim on the basis of the applicable rules and pension plans in the event of a benefit claim. The same applies to data concerning the current benefit recipient.

2.3.2 Visits to our websites

We collect and process your data when you visit our web presence, in the first instance to be able to offer you an interesting, user friendly, fully functional, stable and secure web presence, as well as the contents and services offered therein (see following point 4). If you contact us over an appropriate function (e.g. correspondence by email, contact form etc.), we capture the communication between you and us as well as the personal data transmitted to us in the process for the purposes of this communication.

2.3.3 Further purposes

We also process personal data from you and other persons, in as far as this is permitted and it appears appropriate to do so for the following purposes in which we (and later also third parties) have an appropriately justified interest regarding the purpose:

- offering and further development of our services and websites, further platforms and portals, on which we are present;
- communication and processing of inquiries (e.g. via contact forms, email, telephone, job applications, media inquiries);
- advertising and marketing (including organizing occasions and events), in as far you have allowed us to use your data (when you receive advertising from us as an existing customer;
- you can withdraw permission at any time and we will place you on the barred list to prevent any further sending of advertising);
- market research, media monitoring;
- assertion of legal claims and defense in connection with legal disputes and official processes;
- any corporate transactions which concern us and are therefore associated with the transfer of personal data;

- prevention of and information about illegal acts and other general misconduct (for example by performing internal investigations, data analyses for combating fraud);
- observance of legal and regulatory duties as well as internal regulations;
- warranties offered by our company, in particular concerning the IT, our web-sites and further platforms.

2.4 Legal bases for the processing

2.4.1 In the area of occupational pension funds

The legal basis we regularly take as giving permission to process your personal data in the area of occupational pension funds is a statutory basis namely:

- the Swiss Federal Legislation on Occupational Retirement, Survivors' and Disability Pension Stipulations (BVG),
- the Federal Law on Vesting in Occupational Retirement (FZG),

and the associated regulations. As a federal body, we process your personal data in this area within the range of our legal processing competencies (e.g. Art. 85a et seq. BVG).

2.4.2 Other areas

In other areas we process your personal data on the basis of:

- **permission in as far as you have grant us this to process your personal data for certain purposes.** We process your personal data as part of and supported by this permission in as far as we have no other legal basis and we require such a legal basis. Permission so granted can be withdrawn at any time. However, this will have no effect on the data processing already performed. A withdrawal can be sent to us by email or by post to the addresses given under Point 1.2. You also have the option of withdrawing your permission in your apps or in the company portal.
- **conclusion or fulfillment of a contract** with your employer (a follow-up contract concerning an occupational pension scheme),
- **conclusion or fulfillment of a contract** with you or your inquiry in the initial stages
- the **primary interest** (for example to achieve information security or data protection or execution of tasks in the public interest); in this case you can, under certain circumstances, submit an objection,
- a **legal duty** (for example safekeeping of documentation).

2.5 Third parties to whom we pass and transmit personal data

If your personal data is not being processed by us but is instead being processed by a party handling the order or other responsible persons, we ensure that the legal regulations are observed in full. Passing on of data to a third party basically only occurs if:

- this is essential for providing the occupational pension scheme,
- this is essential for establishing a contract with you,
- forwarding on the basis of a balancing of interests is permitted,
- we are legally required to forward them, or
- we have received permission from you.

We also make personal data known to third parties as part of our business activities and for the above-mentioned purposes, in as far as this is allowed and appears appropriate, if they process these for us (order processing), or if they need these to fulfill their legal obligations (disclosure of data). In particular, these entities include (all hereinafter referred to as «**recipients**»):

- the employer (the associated company; however, no data are forwarded concerning the state of your health, your pension assets or individual transactions such as purchases or early withdrawals);
- other social insurance institutions (e.g. AHV/IV, sickness benefits and accident insurance or other provision institutions);
- service providers, including persons handling the order from us for the processing and storing your data (such as an IT provider), sending and receiving of emails, offering and development of certain functions in connection with our web presence as well as for research, analyses, maintenance, and security in connection with our web presence;
- auditors;
- pension fund experts;
- medical officers, experts and other service providers;
- pension fund commissions;
- security funds;
- our advisers, such as our lawyers;
- business partners (e.g. brokers and sales partners), logistics partners, credit agencies, debt collection partners;
- authorities (supervisory and tax authorities);
- insurance companies (for example, for the reinsurance of risks);
- bank institutes and payment service providers, notary's offices for advance withdrawals in connection with the Residential Property Promotion Act WEF; other departments (such as the HR department for inviting persons drawing a pension to occasions, in the cases of death etc.), so that these can be communicated internally;
- official bodies and courts.

2.6 Transfer of personal data overseas

Wherever possible, personal data are always processed in Switzerland. For this we store all data in our

core systems where insured party data are also processed, in Switzerland. An exception is disclosure of personal data as part of the provision of benefits in the case of a benefit claim made by one of our insured persons (payment of insurance benefits to an insured person resident outside of Switzerland), or if we use IT services where the transfer of personal data overseas is unavoidable.

If we transfer personal data to a state which does not have an appropriate level of data protection, we ensure the security of this data in an adequate manner. One means of securing appropriate data protection is, for example, the conclusion of data transfer contracts with recipients of your personal data in third countries which provide the required data protection. These include contracts which have been authorized, issued or recognized by the European Commission and the Swiss Federal Data Protection and Information Commissioner, so-called standard contractual clauses which can be downloaded [here](#). Please note that such contractual precautions can

partially balance out weaker or non-existent legal protection, but cannot fully exclude all possible risks (e.g. access by public authorities overseas). In exceptional circumstances, transfer to countries without appropriate protection, also in other cases, can be permitted, for example if supported by permission given, in connection with a legal process overseas or if transfer is essential for processing a contract.

2.7 Duration of the data processing

We process personal data for as long as is necessary to fulfill our contractual duties or otherwise for the purposes achieved through processing, for example for the duration of the whole business relationship (from initiation through development to ending a contract), as well as according to the legal retention and documentation duties. In this way, it is possible for personal data to be securely retained for the period in which claims can be enforced against us and, otherwise, as far as we are required legally or justified interests require this (e.g. for evidential and documentation purposes).

3 Data protection in particular: Occupational pension provision

If you are an employee of a company that has joined the provision institution for occupational pension provision, we collect personal data from you at the time of the respective admission notification made by your employer, as part of the (digital) admission process, and in order to admit you as an insured person at the provision institution (hereinafter referred to as an «actively insured person»). As soon as you receive a pension from us (e.g. old-age or disablement pension), you become a «benefit recipient».

3.1 Personal data processed in the insurance area

The personal data processed by us in connection with occupational pension provision include, in particular:

- your master data (e.g. name, address, contact details, age, gender, marital status and possibly the date of marriage or divorce, or the registration or dissolution of a partnership, insurance number, possibly also details of a previous pension scheme institution or vested benefit bank, as well as the AHV/SVN number required under the legal provisions),
- health data, collected from the respective admission notification made by the employer, from additional details given by the actively insured party, and their answers to questions concerning
- the insured risk or details and reports from third parties as part of a more in-depth health check (in particular doctors, additional specialists, experts, a previous provision institution, insurances/social securities etc.)
- details regarding third parties in as far as these are affected by the data processing (e.g. regarding dependents (children) or beneficiaries),
- data concerning the employment relationship and the respective contact person (e.g. company, name and address, function in the company and, in particular, wages data and degree of employment, and the person's category/inventory group),
- contractual, case and benefits data which arise in connection with a possible or actual association agreement or its dissolution, admission of insured parties into the occupational pension scheme and the contract processing. These also include, for example, planned contributions, details regarding pension insurance cases (for example notification of the occurrence of the pension insurance case, the claim number, cause) or other services provided (e.g. pay-out of the

- termination benefit) as well as health data (e.g. occurrence of incapacity for work or death),
- financial data (e.g. income, buy-ins to the occupational pension scheme and pay-out of a termination benefit, dissolution benefits, WEF advance withdrawals and pensions, financial data for the beneficiary such as the surviving spouse/registered partner, and bank details).

We obtain these data from the respective admission notification made by the employer, from additional details given by the actively insured party and their answers to questions concerning the insured risk or details and reports from third parties as part of a more in-depth health check (in particular doctors, additional specialists, experts, a previous provision institution, insurances/social securities etc.)

3.2 Purposes for processing personal data in the insurance area

We process personal data for provision of an occupational pension scheme. The following purposes are defined:

- conclusion and processing of association agreements with the associated employers (implementation of the valid rules and regulations of the provision institution),
- admission of insured persons as well as management of one or more old-age savings capital accounts for which we, in particular, process details concerning contributions, buy-ins, old-age savings capital and pay-outs,
- checking and processing of pension insurance cases (retirement, invalidity, death) and possibly alignment of benefits.

4 Data protection in particular: Visits to our websites

You can usually use our websites without having to enter any personal details. Exceptions include areas and services which naturally require you to submit your name, address or other personal data, for example when filling out a form online, subscribing to a newsletter, or registration and/or login for the insured persons and/or the employer portal or another application such as Sharefile.

You can also voluntarily contact us using email and online forms. In this way, personal data are collected and sent to us. What data these are depends on the respective data entry mask used. If you use the corresponding functions, we also process your personal data:

- for contacting you (e.g. to make an appointment, to send deposit slips for admission),
- for electronic communication,
- for another specified use.

4.1 Server log files

When you visit our websites, our servers temporarily save every access in a report file, the so-called server log files.

For example, data saved include your IP address, the data and time of your visit, the name of the accessed data, the access status (occurred, partially occurred, did not occur etc.), the web browser used and the operating system used, as well as other similar information, which serve the purpose of hazard prevention in the case of attacks on our information technology systems.

Your IP address is anonymized before we process it – with the exception of error analysis - and is not combined with other data. No person-based evaluation takes place and your personal data in the server log files is not connected with other personal data potentially present.

This information is processed for the purpose of correctly displaying our websites to you along with its contents and offers, and to secure data transmission, to optimize our websites, contents and offers, to achieve long-term stability and security of our websites and systems as well as to provide information, to allow defense against and tracking of the results of cyber attacks, spam and other illegal acts with reference to our websites and systems, and to assert claims resulting from these.

We delete your personal data as soon as they are no longer required to achieve the purpose of their original collection. In the case of the collection of data required to properly present our websites, deletion takes place once the respective session is over.

We can sometimes use both domestic and foreign-based services to host the websites, which perform the above-mentioned processing on our behalf. Our websites are currently exclusively hosted by Swiss hosting providers on servers located in Switzerland.

4.2 Making contact

You have the option of contacting us on our websites by email, using various online forms, and by telephone. The data which is captured if you contact us using an online form depends on the respective form used. If you contact us by email or telephone, your personal data will be collected as part of the process (e.g. email address, name, telephone number etc.), stored, and used to respond to your inquiry.

Your details are used to process and handle your inquiry and stored by us in case of any subsequent questions arising, and are not forwarded to any unauthorized third parties without your permission. This obviously also applies to inquiries you send by post.

The mandatory details are essential for us to be able to process your inquiry. Voluntary entry of additional data simplifies our processing of your inquiry and allows us to provide you with the desired information.

You can refuse data processing at any time. Please send us your objection under Point 1.2 to the email address given there and we will review your inquiry. In such cases, your contact with us will not continue to be processed.

Your personal data will be deleted as soon as the inquiry you sent to us has been fully processed. This is then the case if it can be deduced from the circumstances that the respective matter has been fully clarified and there are no legal retention requirements standing in the way of deletion.

4.3 Insured parties portal

The insured parties portal allows actively insured parties to directly access their personal, current pension data from any remote location. The provision institution uses the insured parties portal as a primary communication and interaction channel with its actively insured parties. The actively insured parties can process all business operations and transactions provided for by law and the regulatory provisions with its

provision institution directly via the insured parties portal. Recipients of data are exclusively the actively insured parties and the provision institution.

If you wish to obtain benefits from our online insured parties portal, one-time registration in the insured parties portal is necessary. Proceed according to the instructions delivered to you personally.

Registration takes place according to the so-called Double-Opt-In procedure. That means that, after registration, you receive an email or an SMS in which you have to click on a link to confirm your registration.

4.4 Company portal

The company portal allows connected employers as well as third parties mandated by employers direct access to your current contract portfolio from any remote location. The provision institution uses the company portal as a primary communication and interaction channel with its connected employers. The connected employers can process all business operations and transactions provided for by law and the regulatory provisions with its provision institution directly via the employers portal. Recipients of data are exclusively the connected employers and the provision institution.

4.5 Web access with RV-Loop

RV-Loop is the software in which the pension insurance cases «Incapacity for work», «Occupational disability» and «Death» are managed. Via web access, case-relevant documentation can be uploaded and case-specific evaluations and reports downloaded. Recipients of data are exclusively the connected employers within the scope of this information subject to data protection laws, and the authorized employees of the provision institution or their service companies whose pension insurance cases are managed in RV-Loop.

4.6 ShareFile

ShareFile is a secure software for cooperating, releasing files and synchronizing contents which supports all document-centered tasks and workflow requirements of small and large companies. ShareFile allows one to upload all file types. ShareFile allows the sending and receiving of documents from a secure cloud environment. Recipients of data come under the categories of employer, insured person, broker, other provision institutions and federal bodies, doctors, insurers, IT providers, benefit recipients, applicants, and re-insurers. Personal data is disclosed in foreign countries to insured persons and pension recipients.

4.7 Sending out of advertising

4.7.1 The newsletter

On our websites, we offer the option of regularly receiving our free newsletter. To subscribe to receive our newsletter, it is necessary for us to collect a valid email address as well as your first and last name. We need these details in order to address you personally in our newsletter. Voluntary entry of additional data (such as a telephone number, company, address, post code and location) simplifies our processing of your inquiry and allows us to provide you with the desired information.

Subscription to the newsletter takes place according to the so-called Double-Opt-In procedure: You receive an email after subscription in which you have to click on a link to confirm your subscription.

Our newsletter can sometimes and in as far as is permitted contain graphics and/or web links which capture whether, when and how often an individual newsletter was opened in an email client and what web links were clicked on. Such graphics and/or web links collect data about the use of newsletters in order to ensure their quality and to make improvements to them. You can use settings in your email client to block such graphics and/or web links.

We will ask you to provide certain information if you wish to regularly receive our newsletter. The personal data collected when subscribing to the newsletter and when processing the subscription depends on the data entry mask used. In addition to the IP address of the device used to subscribe to the newsletter, the date and time of the subscription is also stored. These data are stored in a database to which only we have access.

Our newsletter contains so-called tracking pixels. These tracking pixels allow us to determine and statistically evaluate whether and when the email with our newsletter was opened or whether links in the newsletter were activated. This helps us to optimize our newsletter dispatch and to improve the contents of our newsletters.

You have the option at any time to unsubscribe from the newsletter and to withdraw the permission granted by you. Click on the unsubscribe link provided at the end of each of our newsletters or send your withdrawal to us to the email address given under Point 1.2.

4.8 Job applications

When applying for a job with us, we process the personal data we receive from you as part of the job application process. Apart from details regarding your person such as your education and training, work experience and capabilities, these also include the usual correspondence data such as postal addresses, email addresses and telephone numbers. We also process all of the documentation submitted as part of the job application process, such as motivation letters, resumes and certificates. The applicant can also voluntarily submit further information. These data are exclusively stored, evaluated, processed and forwarded internally as part of your application. They can also be processed for statistical purposes (e.g. reporting). In this case, no connections can be drawn back to individual persons.

Your job application data are processed to fulfill our (pre-)contractual obligations as part of the job application process.

You can refuse data processing and withdraw your job application at any time. Please send your withdrawal to the contact person mentioned in the job advertisement or to the email address given under Point 1.2.

If we enter into an employment contract with you, the submitted data will be stored to process the employment relationship, observing all legal regulations. If the job application process ends without an offer of employment, your personal data will be stored for documentation purposes and then later deleted in as far as you have not given any permission to use them for later job application processes. Of course, you always have the option of withdrawing your permission later. Your withdrawal can be sent to us by email to the email address shown under Point 1.2 or to the email address in the job advertisement.

4.9 Cookies

We use so-called cookies on our websites. Cookies are small text files which, with the aid of the browsers, are placed and stored on your terminal device (laptop, tablet, Smartphone, etc.). They serve to make our websites more user friendly and effective overall and to make your visit to our websites as pleasant as possible. Cookies do not damage your terminal device in any way. They cannot execute any programs and do not contain any viruses.

The majority of the cookies used by us are so-called session cookies. These are deleted automatically when you logout or close the browser. Other cookies are stored on your terminal device beyond the period of usage and allow us or our partner companies (cookies from external service providers) to recognize your browser again at the next visit. In as far as other cookies are stored (e.g. cookies to analyze your surfing behavior), these are handled separately in this data protection declaration.

You can set up your browser in such a way that you are informed of the setting of cookies and can allow cookies to be accepted in certain cases, only in individual cases, or to generally exclude them. We wish to advise you, however, that you may not then be able to use all of the functions on our websites.

4.10 Google services

We use various services from Google LLC with registered offices in the USA or, if you have your usual residence in the European Economic Community (EEC) or Switzerland, Google Ireland Ltd. with registered offices in Ireland («Google») on our websites. Google LLC is always responsible for processing personal data obtained through use of «Google Maps» and «YouTube». We use the following Google services on our websites:

- Google Maps
- YouTube

You can find more information about each of these individual services below.

Google uses technologies such as cookies, web space in the browser and tracking pixels, which allow analyses of your use of our websites. The information generated in this way about your use of our websites is sent to a Google server in the USA or to other countries and stored there. Information about the locations of data centers used by Google can be found [here](#).

We use tools made available by Google which, according to Google, can process personal data in countries in which Google or their [subcontractors](#) have installations. In «[Data Processing Addendum for Products where Google is a Data Processor](#)», Google promises an appropriate level of data protection based on the EU standard contractual clauses.

Further information about data processing by Google and privacy settings can be found in the [Data protection declaration](#) or [Data protection settings](#) from Google.

4.10.1 Google Maps

We use the online maps service Google Maps to integrate interactive maps on our websites.

Upon opening a website in which maps from Google Maps are embedded, Google Maps sets a cookie. This cookie is usually not deleted by closing the browser, but

instead only expires after a certain time, in as far as it is not deleted manually by yourself.

The information generated using Google Maps about your use of our websites (including your IP address) is sent to a Google server in the USA or to other countries and stored there. Google may store these data as a usage profile to allow demand-oriented design of services, advertising, and market research. If you are registered with Google, your data are sent directly to your account. You can logout first if you do not wish for this to happen.

If you do not consent to processing of your information, you have the option of deactivating the Google Maps service. To do this, you must deactivate the Java-Script function in your browser. This can, however, negatively affect other functions on our website.

Further information can be found in the [Terms of use of Google Maps](#) and the [Data protection declaration from Google](#).

4.10.2 YouTube

We use the services of the provider YouTube LLC, with registered offices in the USA ("YouTube"), a subsidiary of Google LLC. («Google»), on our websites to embed videos.

When you start a YouTube video on our websites, a connection is established to YouTube the servers. In doing so, the YouTube server is informed as to which of our pages you visited. The information (including your IP address) is sent to a Google server in the USA and stored there. If you are logged into your YouTube account at the time, you allow YouTube to assign your surfing behavior directly to your personal profile. You can prevent this from happening before visiting our websites by logging out of your YouTube account. We do not receive any data about you from YouTube.

Further information can be found in the [Terms of use of YouTube](#) and the [Data protection declaration from Google](#).

4.11 Vimeo

We use the services of the provider Vimeo LLC, with registered offices in the USA ("Vimeo"), on our websites to embed videos.

When you open such a website, a connection is established to the Vimeo servers. In doing so, the Vimeo server is informed as to which of our web pages you visited. If you are logged in as a member of Vimeo at the time, Vimeo will assign this information to your personal user account. Clicking on the Start button of a video also allows this information to be assigned to an existing user account. You can prevent this assignment by logging out of your Vimeo user account before using our websites and deleting the associated cookies from Vimeo.

Further information about data processing and notes on data protection can be found in the [Data protection declaration from Vimeo](#).

4.12 Social media presence

We maintain a social media profile on LinkedIn, YouTube and XING.

The data entered by you on our social media profiles is published by the social media platform and never used or processed by us for other purposes. However, we reserve the right to delete contents in as far as this should be necessary. If necessary, we will communicate with you via the social media platform.

Be aware that the operator of the social media platform uses web tracking methods. The web tracking, which we have no influence over, can also take place independently of whether you are logged onto the social media platform or registered with it or not.

More precise details regarding data processing and further information on your rights and settings options to protect your privacy, as well as your right of objection to the creation of user profiles by social media platform providers can be found in the data protection declaration of each provider:

<ul style="list-style-type: none"> • LinkedIn LinkedIn Corporation (USA)/ LinkedIn Ireland Unlimited Company (Ireland) 	Data Protection Declaration
<ul style="list-style-type: none"> • YouTube Google Ireland Limited (Ireland) 	Data Protection Declaration
<ul style="list-style-type: none"> • XING New Work SE (Germany) 	Data Protection Declaration

5 Data security

We take technical and organizational security measures using state-of-the-art technology to protect personal data from access, manipulation, loss, destruction or disclosure by unauthorized persons.

We therefore deploy technologies within our web presence which ensure the confidentiality, integrity and authenticity of your data. Our security measures also include encryption and/or pseudonymization of your personal data. All information you enter, for example online, is transmitted via an encrypted transmission route. In this way, this information cannot at any point in time be seen by unauthorized third parties. Security measures of an organizational nature include, for example, instructions to our employees, confidentiality agreements and checks. We also require that our persons handling orders implement appropriate technical and organizational security measures.

Our security measures are being improved constantly in step with our own technological developments and those of external experts.

Our employees and the service providers commissioned by us are sworn to secrecy and are required to fully observe all data protection provisions. Beyond this, access to your personal data is restricted to the absolutely necessary.

6 Your rights

You have the right

- to demand information about the personal data we have stored about you;
- to have incorrect or incomplete personal data corrected;
- to the deletion or anonymization of your personal data if they are no longer required to provide the occupational pension scheme or letting of residential and business properties;

- to demand the limitation of processing of your personal data in as far as processing is not required (anymore) to provide the occupational pension scheme;
- to receive certain personal data in a structured, typical and machine-readable format;
- to withdraw permission previously given with effect for the future, in as far as processing required permission.

Please note that we reserve the right to enforce the legally foreseen limitations, for example if we are obliged to retain or process certain data, have an overriding interest in such data (in as far as we are permitted to invoke this), or they are needed to assert claims. There is no duty on our part to delete data provided if and in as far as:

- i. there is a compulsory duty of retention for these particular data; in this case, we are authorized to make copies of these personal data and to retain them to the extent and for as long as they are needed for these purposes as is necessary based on the compulsory duty of retention;
- ii. we need these data to enforce/defend our rights and claims; in this case, we are authorized to make copies of these personal data and to retain them to the extent and for as long as they are needed for these purposes as is necessary to enforce/defend our rights and claims.

The duty to delete or anonymize is subject to different agreements and storage in non-productively used backup and archiving systems until the next ordinary deletion of backups or archives or the end of the stated respective retention period.

Please note that exercising of your rights can conflict with contractual agreements and this can lead, for example, to early cancellation of the contract or additional costs. We will inform you in advance in such cases where this is not already contractually regulated.

If you believe that the processing of your personal data violates data protection law or your claims under data protection law have been violated in some other way, you can also send your complaints to the responsible supervisory authority. In Switzerland, this is the Federal Data Protection and Information Commissioner (EDÖB): <https://www.edoeb.admin.ch/>.

The exercising of rights under data protection law requires that you can unequivocally prove your identity (by providing a copy of an official identity document). To assert your rights, please contact us in writing at the postal address given under Point 1.2.

7 Changes to this data protection declaration

This data protection declaration can be adapted over time, in particular if we change our data processing procedures or if new legal provisions become applicable. Generally speaking, the data protection declaration in the current version at the beginning of the data processing in question applies for the data processing.