

Informed Consent on Personal Data Processing

Referral

By clicking the checkbox you agree that your personal data will be registered and processed within the recruitment procedure by companies belonging to the Kanadevia Inova Group (the Kanadevia Inova Group) for the purpose of offering you a job position in the Kanadevia Inova Group. You are not obliged to provide any information, this consent is freely given and you may withdraw it at any time in the future without any negative consequences (please see more information below and on our website in section Privacy Notice: [Privacy Notice for Job Applicants - Kanadevia Inova \(kanadevia-inova.com\)](https://www.kanadevia-inova.com/privacy-notice-for-job-applicants)). We have received your contact details from a third party (a referrer - e.g. your friend or your former colleague) who has confirmed that he or she is authorized to provide us with your personal data for the recruitment process. If you do not click on the consent button (check box), the system will automatically delete your personal data after 30 days from the date of data upload or sooner upon your request, which you can submit via email.

1. The purposes for which the data is being processed

Your personal data uploaded to the system will be processed for the purpose of offering you job positions open in the Kanadevia Inova Group (except for Russia).

2. The Type of Data Processed

Based on this consent, the Kanadevia Inova Group will process your personal data to be used for the recruitment process and offering you a proper job position available in the Kanadevia Inova Group. Before you consent with your personal data processing, for a limited period of time, we only keep your contact details, information on how the referrer knows you and a brief recommendation, optionally a CV (we do so based on our legitimate interest and a confirmation from your referrer on having the authorisation). If you consent, we will process your personal data as our job applicant, e.g., your name, contact details, photo (optional), your date of birth, details of your education, other qualifications, skills, experience and employment history, information about your current job position, information about your entitlement to work in the country where you applied, etc. If you do not consent, we will delete all your data.

Please do not send /upload information or documents containing **special categories of personal data** (Art. 9 of the GDPR)¹ **or sensitive data** (e.g. Art. 5 of the FADP)², unless you are specifically requested to do so (especially, if you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process in compliance with local legislation).

3. The Possibility to Withdraw your Consent

Based on this consent, we will keep your personal data for retention periods defined in our Privacy Notice for Job Applicants at our website [Privacy Notice for Job Applicants - Kanadevia Inova](https://www.kanadevia-inova.com/privacy-notice-for-job-applicants)

¹ Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

² Data relating to religious, philosophical, political or trade union-related views or activities, data relating to health, the private sphere or affiliation to a race or ethnicity, genetic data, biometric data that uniquely identifies a natural person, data relating to administrative and criminal proceedings or sanctions, data relating to social assistance measures.

kanadevia-inova.com) (usually 6 months after the end of the recruitment process with you as the job applicant; for the UK from 6 months to a year, for the USA, Canada and Australia, 24 months after the end of the recruitment process with you as the job applicant). **You have the right not to give your consent or to withdraw it anytime later**, with effect for the future. Withdrawing your consent has no negative consequences. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. You may withdraw your consent simply by deleting your application or profile on the SmartRecruiters platform or by contacting the People and Culture unit at hr@kanadevia-inova.com or by mail: Kanadevia Inova AG, People and Culture Data Protection Administrator, Hardturmstrasse 127, 8005 Zurich, Switzerland.

4. Automated-Based Decision-Making

The data will **not** be used solely for automated-based decision-making, including profiling.

5. The Consent is Related to an International Transfer

Kanadevia Inova will not transfer your data to the third countries³ unless you are registered for a job position in particular third country or countries or a transfer is otherwise necessary (especially for the servicing the recruitment IT system by the provider SmartRecruiters GmbH (Germany) and its contractually agreed sub processors <https://www.smartrecruiters.com/>). In case your data is transferred to the third countries, there is a possible risk resulting especially from weaker legislative protection in the third countries, however, the Kanadevia Inova Group will ensure that such transfer will comply with the requirements of the applicable data protection laws (especially under Art. 44 et seq. of the GDPR). If the personal data are transferred internationally, we usually use the following legislative provisions as safeguards and legal basis: (i) consent (Art. 17(1) letter a) of the FADP or Art. 49 (1) letter a) of the GDPR/UK GDPR, (ii) an adequacy decisions (Art. 16 (1) of the FADP or Art. 45 (1) of the GDPR / UK GDPR), (iii) an agreement containing model standard contract clauses in compliance with data sharing (Art. 16 (2) letter d) of the FADP or Art. 46 (2) letter c) of the GDPR/UK GDPR). The lists of third countries, or the international organisation ensuring an adequate level of protection of personal data are:

For Switzerland: https://www.fedlex.admin.ch/eli/oc/2022/568/de#annex_1/lvl_u1

For EU: https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en

For UK: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/international-transfers/international-transfers-a-guide/>

6. The Identity of the Organisation Processing Data (Controller)

The Kanadevia Inova Group consists of several companies which may be solely or jointly responsible for the processing of your data – this depends especially on which location(s) you have chosen for registration (some job positions are open for several countries) or some processing activities are performed specifically by the parent company Kanadevia Inova AG in Switzerland or other EU based Kanadevia Inova Group companies if this is necessary to manage offering you our open Kanadevia

³ For the purpose of this Consent, third countries are countries outside Switzerland, the EU/EEA and the UK (Switzerland and the UK are considered by the European Union to be countries with an adequate level of data protection).

Inova job positions. The companies belonging to the Kanadevia Inova Group may change in time. The list of companies belonging to the Kanadevia Inova Group processing data of job applicants is available on the internet page: [Kanadevia Inova Controllers](#).

7. Questions and Further Information

Regardless of which controller is specifically responsible for you (e.g., based on the country where you applied for a job position), you can contact the controller's representative for personal data protection with all your requests and questions about your personal data:

Data Protection Officer for the Kanadevia Inova Group (the Kanadevia Inova Group DPO) E-mail: dataprotection@kanadevia-inova.com Kanadevia Inova AG Legal & Contract Management – Kanadevia Inova Group DPO Hardturmstrasse 127 8005 Zurich Switzerland	For EU member states, you can also use the following mail address: Kanadevia Inova Slovensko s.r.o. Kanadevia Inova Group DPO Digital Park II - Einsteinova 25 851 01 Bratislava Slovak Republic or e-mail: dataprotection@kanadevia-inova.com
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For German subsidiaries Kanadevia Inova BioMethan GmbH, Kanadevia Inova Deutschland GmbH, Kanadevia Inova Steinmueller GmbH and Kanadevia Inova Schmack GmbH, you can contact the DPO appointed for Germany: dhpg IT-Services GmbH, Bunsenstrasse 10a, 51647 Gummersbach, Germany, e-mail: datenschutz@dhpg.de.

8. Applicable Legislation and Further Information

The applicable laws which the Kanadevia Inova Group adheres to in processing your personal data are especially: the Federal Act on Data Protection (FADP)⁴, the EU GDPR⁵, the UK GDPR,⁶ the CCPA⁷ and other applicable state legislation.

Further general information about processing your personal data as a job applicant and your rights are on our website in section Privacy Notice: [Privacy Notice for Job Applicants - Kanadevia Inova \(kanadevia-inova.com\)](#).

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⁴ 235.1 Swiss Federal Act on Data Protection (Data Protection Act, FADP), as amended

⁵ Regulation (EU) 2016/679 of the European Parliament, known as the General Data Protection Regulation, as amended (GDPR)

⁶ Retained Regulation (EU) 2016/679 (UK GDPR) and the Data Protection Act 2018 (DPA 2018) as applicable to general processing of personal data, as amended (the UK GDPR regime)

⁷ The California Consumer Privacy Act