

Data Protection Guidelines

The Data Protection Guidelines shall be subject to the Swiss Data Protection Act [Bundesgesetz über den Datenschutz (DSG)], the Swiss Law of Obligations Art. 328b [Obligationenrecht (OR)] as well as the European Union's General Data Protection Regulation [Datenschutz-Grundverordnung (EU DSGVO)] of the Swiss Employment Act (Arbeitsvermittlungsgesetz (AVG)) and the Swiss Employment Guidelines [Arbeitsvermittlungsverordnung (AVV)]

We of the Group of Companies OPUS Personal AG, OPUS Emploi (VS) SA, OPUS Personal (ZH) AG, OPUS Personal (SG) AG, OPUS Personal (Ost) AG, active.personal AG, vero personal ag and STAHEL Personal AG (hereafter, the "Group"), adhere to the legal provisions of the Swiss Employment Act (AVG) and the Swiss Data Protection Act (DSG) including the GDPR (valid in the EU) – including the exporting provisions. When handling your personal data, we guarantee to you that we exercise the greatest due care and fulfil the aforementioned norms. We handle the job application documents with strict confidentiality and use them only for the agreed purpose.

General Principles

We collect data only in accordance with the AVG and the AVV which are in direct association with the job position to be filled and are effectively required for the hiring or temporary placement of workers. This includes, among other things, your personal data, CVs, work testimonials, information about your professional skills and technical abilities as well as any additional relevant data which are required for the placement/leasing, e.g. information about your wages, your expectations, goals, etc. Your documents (job application folder, incl. photo if available) and any information which we find out during a personal meeting with you which are electronically collected in our system and are subjected to further processing there if required. Thereupon, the original documents shall be destroyed or returned to you upon your personal request to do so. The data shall be reviewed upon an ongoing basis to ensure that they are kept up-to-date and, where applicable, supplemented, corrected or deleted. In principle, any assessments or references regarding your person shall only then be obtained subject to your consent [Art. 47 Para. 1 lit. B and Art. 19 Para. 1 lit. b Arbeitsvermittlungsverordnung (AVV)].

Dissemination of Data

We wish to point out to you that all of our branch offices are interlinked and that your folder may also be examined by other consultants from our Group. You also hereby consent to the disclosure of data to a third party – including also the dissemination between legally-autonomous companies from our Group. You shall be notified regarding the recipients and the purpose of the dissemination of the data. Insofar as it is required for the rendering of our service, we shall disseminate your personal data and additional information regarding your professional skills to our clients. By signing this Data Protection Declaration, you are hereby declaring your express consent in this regard. Before processing any personal data which are particularly worthy of protection, we shall obtain your special express consent in this regard.

You hereby also grant your consent that your data may also be transmitted to countries in which no appropriate data protection level exists. Insofar as you have disclosed “special categories of personal data” in accordance with Art. 9 of the EU General Data Protection Regulation in conjunction with your application (e.g. a photo which reveals one’s ethnic origin, information about one’s severe disability, etc.), your consent shall also be applicable to these data. You shall provide your consent for tests (personality analyses/Graphos technical writing tests/assessments).

Rights

As an employee of or applicant to the Group, you shall have a right to examine your personal documents. We shall grant you the opportunity to examine all data from the data collection – including their origin. However, we may refuse to provide, restrict or suspend the provision of such information if a law prescribes this.

You may, at any time, submit a written request for the complete deletion of your data from our database. However, insofar as an employment relationship has existed between you and the Group, all statutory retention obligations and statutory retention rights shall continue to be valid.

Data Security

The Group shall ensure that unauthorised access by third parties cannot occur – neither physically nor electronically. The system and the operational processes shall be controlled in regular intervals and, as required, modified.

Further information

Information on Google Analytics, Google Maps and social media plugins can be found on our website at

<https://opus-personal.ch/rechtliches>

Contact us

If you have any data protection concerns, please contact us at the following address:

datenschutz@opus-personal.ch