

Recruitment Privacy Notice

Effective: November 1, 2022

aXedras AG is committed to protecting and respecting your privacy. This Privacy Notice sets out the basis on which the personal data collected from you, or that you provide to our Company, will be processed in connection with our recruitment processes. Please read the following carefully.

These Privacy Notice provisions will apply to the processing of your personal information when you apply for a job opening posted by our Company.

Information We Collect from You

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a position. This includes information provided through an online job site, via email, in person at interviews, and/or by any other method.
- We process personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience that you provide.
- If you contact us, we may keep a record of that correspondence.

Information We Collect from Other Sources

We may link the data you provide to us with other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles.

We may search various databases, which may include your personal data, to find possible candidates to fill job openings. Where we find you in this way, we will obtain your personal data from these sources.

Uses Made of Your Information

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our Company.

We use information held about you in the following ways:

- To consider your application in

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where We Store your Personal Data

We store your personal data in our recruitment contact data base.

How Long We Keep your Personal Data

We will hold all the data for one year from the date of your application.

Your Rights

Under the General Data Protection Regulation, you have a number of important rights free of charge. In summary, those include rights to:

- access your personal data and certain other supplementary information that this Privacy Notice is already designed to address;
- require us to correct any mistakes in your information which we hold;
- require the deletion of personal data concerning you in certain situations;
- receive the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- effects concerning you or similarly significantly affecting you;
- object in certain other situations to our continued processing of your personal data; and
- otherwise restrict our processing of your personal data in certain circumstances.

If you would like to exercise any of these rights, please:

- contact us using our contact details below;
- provide us with enough information to identify you;
- provide us with proof of your identity and address; and
- indicate to which information your request relates.

How to Complain

We hope that we can resolve any query or concern you raise about the use of your information. The General Data Protection Regulation also gives you