

Privacy Policy at Hölzle, Buri & Partner Consulting, HBPC GmbH

Thank you for visiting our website.

1. General information on data protection and security

With this privacy statement we inform the users of our website www.hbpc.ch ("website") about data protection at HBPC. It goes without saying that we comply with the legal provisions of the Swiss Data Protection Act (DSG) and other data protection regulations.

This privacy policy explains who HBPC is, for what purposes and in what way we process personal data, who has access to this data and to whom/to whom this data is disclosed. We also inform you about your rights in relation to personal data.

The responsible body within the meaning of the DPA is HBPC GmbH (Hölzle, Buri & Partner Consulting), Baarerstrasse 2, 6300 Zug (hereinafter "HBPC").

We secure our website and other systems through technical and organisational measures against loss, destruction, access, modification or distribution of data by unauthorised persons.

HBPC points out that data transmission on the Internet (e.g. communication by e-mail) can have security gaps. Complete protection of data against access by third parties is not possible.

You can reach the HBPC's data protection officer at the following contact: Walter P. Hölzle, Baarerstrasse 2, 6300 Zug, 041 727 67 87, info@hbpc.ch.

2. Personal data

The subject of data protection is personal data. This is all information that relates to an identified or identifiable natural person.

This is the data that must be provided - such as the title, name, address and e-mail address of the applicant/user, telephone number and details of education and training; professional experience; knowledge in the sense of additional qualifications; preferences for employment by HBPC with details of the professional field, the preferred place of work and working hours, etc.

When applying for an online vacancy, we refer to the DSE of [vacancies](#).

The following categories of data about applicants/users are stored internally Master

data (e.g. name, postal address, email, telephone number)

(Work) preferences (e.g. occupational field, form of employment)

Education, work experience, knowledge

Application data (e.g. certificates, references, CV, photo)

a) Cookies

Hölzle, Buri & Partner Consulting uses so-called cookies to simplify the use of its online offers and to obtain information for the purpose of improving its offers. Cookies are small text files that are stored by the web browser in a designated directory in the

system of the user. Both permanent cookies and session cookies are used. Permanent cookies enable, for example, automatic login if this is expressly requested by the user when logging in. Session cookies store, for example, the login information selected by the user within a visit session on the website. With the help of cookies, we collect data on the use of our offers (for example, on the job advertisements clicked on during a session). By configuring their browser accordingly, users have the option at any time to generally prevent the acceptance of cookies or to have a warning displayed each time before accepting a cookie and thus to determine for themselves whether or not to accept the cookie in question.

b) Logfile

When you access our website, general access data is also stored in a log file for statistical purposes. This concerns in particular:

Date and time of access, name of the file accessed, page from which the access was made, top-level domain (*.ch, .com etc.) Web browser used Operating system used

There is no personal evaluation of the log files.

c) Tracking and analysis tools

We use various technical tracking and analysis systems to measure and evaluate the use of our services. These measurements can be both anonymous and personal. In this context, it is possible that the collected data is in turn passed on to third parties for processing by us or the third-party providers of technical systems.

The main analysis tool used is Google Analytics, a service provided by Google Inc. This means that the data collected can in principle be transmitted to a Google server in the USA or another third country, whereby the IP addresses are anonymised by means of IP anonymisation so that an allocation is not possible. The IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data. You can object to the collection and processing of this data by Google Analytics by setting an opt-out cookie that prevents the future collection of your data when you visit this website. You can find detailed information on this at:
<http://tools.google.com/dlpage/gaoptout?hl=de>.

3. Purposes of data processing

HBPC processes your personal data for the following purposes:

a) To initiate and execute a contract, users must provide personal data insofar as this is necessary for the application process.

Furthermore, applicants/users authorise HBPC to obtain references from former employers and other reference persons or to have them obtained by commissioned third parties.

b) For the establishment and handling of an employment relationship in personnel leasing or the placement of a permanent position with clients of HBPC (personnel services).

c) The applicant/user expressly declares his/her consent to the processing of personal data requiring special protection which he/she voluntarily provides to HBPC or which is necessary for the purpose of conducting business.

d) The applicant/user agrees that HBPC may retain his/her data after the end of the business relationship if the purpose so requires or in order to offer you information about possible job opportunities or interesting vacancies or for the purpose of counselling in

with regard to further career planning. The statutory retention periods are observed. The user may revoke his/her consent at any time. HBPC's obligations to retain individual data on the basis of statutory standards remain reserved.

e) Compliance with legal requirements.

4. Type of data processing

HBPC collects and stores the data itself. Your data will neither be sold nor made available to other unauthorised third parties. Furthermore, HBPC will only forward the data to clients within the HBPC Group ([CK QLS AG](#), [Inrals](#)) and only with the consent of the applicants/users.

Third parties commissioned by us to carry out certain tasks for us and in accordance with our instructions may have access to personal data as order processors. Examples include IT service providers who perform hosting, database management, website management, maintenance services and handling of incoming requests. We require third parties who provide such services to us to implement and maintain security measures to ensure the confidentiality and security of the data you entrust to us and to collect, process and use personal data only in accordance with our instructions and as contractually agreed.

Within the scope of permitted data processing or transfer to third parties in accordance with these terms of use, the applicant/user also agrees to a data transfer abroad at his/her request. HBPC shall take all necessary and reasonable measures to protect the data.

5. Disclosure to third parties

In order to provide our HR services, it may be necessary to share your personal data with third parties. This may require disclosure to the following third parties:

Customers of HBPC. Your personal data will only be passed on to customers after a personal interview and your consent.

Our employees are obliged to maintain confidentiality and to comply with the provisions of data protection law.

Your data will only be forwarded on the basis of the applicable data protection regulations, in particular in the context of business transactions or on the basis of your prior consent. Data will also only be forwarded to state institutions and authorities entitled to receive information within the scope of the statutory duty to provide information or if HBPC is legally obliged to provide information by a court decision.

6. Your rights

You have the right to inspect or obtain information about your personal data stored by HBPC at any time (right to information), to correct or complete incorrect or incomplete personal data stored (right to rectification), to delete your stored personal data (right to deletion) or to restrict this.

Furthermore, you can revoke the declaration of consent at any time. The revocation does not affect the lawfulness of the processing carried out on the basis of the consent and the subsequent lapse of the declaration of consent does not render it unlawful.

The protection of your data is particularly important to us. For enquiries of any kind regarding the exercise of your rights or this privacy statement, please contact HBPC's data protection advisor (info@hbpc.ch).

7. Deletion

HBPC reserves the right to delete the personnel dossier after the application or after termination of the employment relationship. HBPC's obligations to retain individual data on the basis of statutory standards remain reserved.

8. Changes

Data protection regulations and practices can change continuously. It is therefore advisable and necessary to keep abreast of changes in the statutory provisions and HBPC's practices. We reserve the right to adapt this privacy policy accordingly at any time. We therefore ask you to revisit this privacy policy each time you visit the website and check whether it has changed in the meantime. You will easily recognise this by the date indicated at the end.

Zug, 30 August 2023