

Data Privacy Note

Who are we?

ITech Consult Group consistent of the following companies: ITech Consult Recruitment Ltd in Dublin/Ireland ITech Consult GmbH in Stuttgart/Germany, ITech Consult Recruitment pvt. Ltd in Hyderabad/India and the parent company ITech Consult AG in Baar/Switzerland – hereafter ITech Consult AG.

We are providing IT-Consultancy, Personal lease and Recruitment service to numerous prestigious organizations from the Pharmaceutical, Banking, Communications and Insurance sectors in Switzerland, Ireland and Germany as well as Federal Authorities. You can find further references under references from our Clients under www.itcag.com .

Freelance specialists, partners and job seekers benefits from our comprehensive service offering, too: from project work, job evaluation and support in the application phase through to all administrative contacts with the client as part of the assignment.

All Personal Data are stored on dedicated servers in Switzerland protected by state of the art technology.

Data Controller and Data Protection Officer

ITech Consult AG, as identified at the top of this Privacy Policy, is the data controller regarding all personal data processing as part of its interaction with clients, customers, freelancers and IT specialists.

To get in touch with ITech Consult's Data Protection Officer, please contact: dpo@itcag.com or via Phone +41 (0) 41 760 77 01 .

We process the following four categories of data:

1. Data that are relevant to you looking for a job, a contract or a project. Such data includes:

- Personal data (e.g. address and communication data, photo)
- CV data such as professional history, education history etc.
- Data on your skills and qualifications as well as personal employment preferences

- Data as part of our professional interactions such as employment and payroll information, email communications, job offers, application references, phone communications etc.

Sources of such Personal data:

- Submissions of CV via direct contact with ITech Consult AG (email, Website, direct Mail)
- Submissions of CV's via professional Jobboards or CareerNetworks (e.g. Monster.com, Freelance.com, Jobserve.com, LinkedIn.com, GULP, Xing.com etc.)
- Creation of professional interaction history in in our database when we directly interact with you as part of our service offering

We are using these data about you in order to search for new project work or job assignments and advice you per e-mail or phone of future assignment opportunities. No CV sharing with client, employees or customers will take place without your explicit written consent.

The data is processed within the group based on legitimate interest of make you available of job opportunities. You can at any time ask us to stop sending you job offer or delete your data.

2. Personal data required to qualify and submit your Profile for a job or calculate future earnings

If you are interested in being submitted for a job, we might ask you for additional personal data such as date of birth, nationality, work permit status, marriage status, information about children and tax status.

This information is used for giving you an exact calculation of your earning.

You need to give us your consent to use this information, but nevertheless the information will only be shared with the client subject to your written consent.

3. Sensitive personal data required for security clearance and legal compliance

If you have already been employed with ITech Consult AG or received an employment offer we may have asked for additional data such a police record and debt situation. This is sensitive and will be kept only if we have an employment or contract relationship with us.

4. As a client or customer, contact information, correspondence history and where applicable contract data required for legal compliance

Such data include:

- Personal data (e.g. address, contact information and communication data)
- Correspondence history regarding our interactions by phone, email or public Mail
- History of job opportunities, project request, service request that you have raised with us or where you have been listed as a technical contact person or where we otherwise engaged with you as part of our service
- Contracts and agreements as part of legal compliance

Legitimate Interest

The data is processed within the group based on legitimate interest of making you aware of job opportunities. As a data subject you can at any time execute your rights as per the below. You can at any time ask us to stop sending you job or project offers or delete your data by requesting this to: dpo@itcag.com or via Phone +41 (0) 41 760 77 01 .

Consent

By consenting to this privacy notice you are giving us permission to process all your personal data specifically for the purposes identified.

Consent is required for ITech Consult to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

If you simply want occasional job offers from us, you don't need to give us explicit consent.

You may withdraw consent at any time by requesting this to: dpo@itcag.com or via Phone +41 (0) 41 760 77 01 .

Disclosure

ITech Consult AG will not pass on your personal data (like your CV) to third parties (like a potential customer) without first obtaining your consent.

Retention period

ITech Consult AG will process personal data as part of the payrolling service in line with the legal retention requirements. ITech Consult AG will store inactive personal data as part of its recruiting service for a period of 10 years.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that ITech Consult AG refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by ITech Consult AG, or how your complaint has been handled, you have the right to log a complaint directly with the supervisory authority and ITech Consult AG's data protection representatives Data Protection Officer.

The details for each of these contacts are:

Eidg. Datenschutz- und Öffentlichkeitsbeauftragter
Feldeggweg 1
CH-3005 Bern
Tel. +41 (0)58 462 43 95

ITech Consult AG
Data Protection Officer
Zugerstrasse 76B
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