

Fair Processing Notice for Candidates

This fair processing notice is applicable to all candidates applying for a role with Praxis in Switzerland.

Praxis is committed to protecting the privacy and security of your personal information.

This fair processing notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the Swiss Data Protection Act (DPA). All organisations active in the European Union (EU) will need to comply with the General Data Protection Regulation (GDPR) in addition to local data protection law. This privacy notice is therefore designed to ensure compliance with both the DPA and the GDPR.

This fair processing notice should be read in conjunction with the Praxis Fair Processing Notice available here www.praxisgroup.com/fair-processing-notice

PraxisIFM Trustees SA as your employer is a "data controller". Praxis can be contacted at 3-5 rue du Conseil-General, PO Box 1668, CH-1211 Geneva 1, Switzerland. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this fair processing notice. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

Recruitment is undertaken by Praxis' Human Resources Function that supports the organisation's business objectives by effectively managing its people.

The controller acknowledge that all processing of personal data must be lawful, fair, and undertaken with transparency. Appendix A (please see below) explains all the processing which is being undertaken within the HR function for the purposes of recruitment.

The controller has implemented a strict protocol across their respective services within the HR function which ensures personal data is not retained, past the point in time when the purpose for which the personal data was collected and processed has been carried out. Where the relevant controller no longer considers there to be a lawful or legitimate basis to retain personal data, this information will be erased or destroyed in a safe and secure manner. For candidates this will be 6 months if the application is unsuccessful. If successful, the candidate will become an employee and your recruitment data will become the basis of your personnel record which will be retained for 6 years after you cease being an employee of Praxis.

Praxis has a professional relationship with a third-party supplier, Clarity, SIGMA, Sage etc., who provide support to and carry out maintenance on the IT infrastructure and systems for the organisation. For these third parties to carry out the function they are contracted to provide, there will be instances where they may have sight of your personal data. The HR Function will only provide third parties with access to your personal data where there is a legitimate and lawful purpose for this access to be given in line with Schedule 2 of the Data Protection (Bailiwick of Guernsey) Law, 2017 and our internal policies and directives.

Your personal data may also be shared with the Internal Audit function of Praxis as may be required for the completion of their relevant functions.

<p>Recruitment</p>	<p>Basic personal data</p> <p>Identity data</p> <ul style="list-style-type: none"> > Full name, maiden name, marital status, title, date of birth, passport, GY code and Population Management identification number. > Resume, CV and covering letter > Qualifications > References <p>Financial data</p> <ul style="list-style-type: none"> > Bank account data and salary information <p>Contact data</p> <ul style="list-style-type: none"> > Current and previous postal address, email address, former addresses and telephone numbers <p>Special category data</p> <ul style="list-style-type: none"> > Health data > Criminal data 	<p>Identity data</p> <ul style="list-style-type: none"> > This personal data is provided by the data subject, employment agencies, and referees and processed as part of the job application, assessing of suitability and pre-employment checks process. <p>Financial data</p> <ul style="list-style-type: none"> > This personal data is provided by the data subject and processed to facilitate the payment of employment benefits and reimbursement of interview expenses. <p>Contact data</p> <ul style="list-style-type: none"> > This personal data is provided by the data subject, or their authorised representative, and processed to ensure that the necessary pre-employment checks can be undertaken in accordance with the contractual obligations of the role which the data subject is offered. <p>Health data</p> <ul style="list-style-type: none"> > Praxis aims to provide individuals who have a disability with the same opportunities for an interview as every other individual applying for the role and to make any reasonable adjustments. <p>Criminal data</p> <ul style="list-style-type: none"> > This special category data is provided by the data subject and processed in accordance with the pre-employment check regarding the provision of a DBS check which states the data subject's previous convictions. The process undertaken and information collected for this purpose will be relevant to the level of vetting required for the data subject's employment. 	<p>The processing is necessary for the conclusion or performance of a contract;</p> <p>The processing is necessary for complying with applicable laws, regulations or other legal duties.</p> <p>The processing is necessary for a health or social care purpose and is undertaken by a person who in the circumstances owes a duty of confidentiality.</p> <p>The processing is necessary for a historical or scientific purpose.</p>
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If you have any questions about this privacy notice, please contact: privacy@praxisgroup.ch

July 2023