

Egon Zehnder Recruiting Privacy Notice

GENERAL

This Egon Zehnder Recruiting Privacy Notice ("**Privacy Notice**") describes the privacy and security practices that the local Egon Zehnder entit(y)(ies) of the countr(y)(ies) in which you applied or may apply for a job offer, its subsidiaries and affiliates ("**Egon Zehnder**", "**we**" or "**us**") employ when collecting, using, storing and handling ("**processing**") personal information about you in connection with our online and offline staff recruitment activities. It also explains the choices you have in relation to these processing activities.

WHAT IS THE SCOPE OF THIS PRIVACY NOTICE?

This Privacy Notice applies to Egon Zehnder's processing of personal information of candidates or potential candidates who have expressed an interest in being employed by Egon Zehnder ("you" or "your") in connection with:

- Egon Zehnder's recruiting platform or external recruiting platforms utilized by Egon Zehnder; and
- Egon Zehnder's recruiting activities more generally, conducted offline or online.

For additional information about our processing activities in connection with your general use of Egon Zehnder websites and our use of cookies and similar technologies that is outside the scope of this Privacy Notice, please see our Privacy Policy (at <https://www.egonzehnder.com/privacy-policy>) as well as our Cookie Policy (at <https://www.egonzehnder.com/cookie-policy>).

WHO IS RESPONSIBLE FOR PROCESSING YOUR PERSONAL INFORMATION?

The local Egon Zehnder entit(y)(ies) of the countr(y)(ies) in which you applied for a job offer are responsible for processing your personal information as described in this Privacy Notice as an independent controller. A list of Egon Zehnder entities is available under <https://www.egonzehnder.com/office>. Please select a location to view the registered address and contact details of the Egon Zehnder entity or entities located in each country.

WHICH CATEGORIES OF PERSONAL INFORMATION DO WE PROCESS AND FROM WHICH SOURCES?

We process personal information that you provide to us, such as when you provide your personal information at a recruiting event or via a recruiting platform either managed by us or by our business partners, during the recruiting process or when we conduct a phone / voice or video call or in-person interview. We may also receive personal information about you from other sources, such as from persons you nominated as a reference, persons

who referred you for a position and from third party recruitment sources, including Sites. Sites include, without limitation, social sites where you have created a public page or profile or otherwise given permission so that recruiters can access your information on these Sites.

Egon Zehnder may process the following categories of your personal information for our staff recruitment activities as further described below in this Privacy Notice:

- name and contact details (address, phone number, email address, etc.)
- biographical data and, where applicable, a photograph
- educational background and credentials
- employment history
- employment references
- job qualifications and work eligibility, including your nationality, country of residence, and visa and immigration status
- jobs in which you have expressed an interest or for which you would like to submit an application
- CV, resume or transcripts, and any supporting documentation attached to your resume such as copies of certificates and diplomas
- your responses to any interview questions
- compensation details, such as salary information, depending on your region and to the extent permitted by applicable law
- sensitive information such as health, disability and age, criminal offence information
- information about your personality, competency, ability and suitability for a position
- any other information that you may provide to us voluntarily in the course of the recruitment process.

DOES EGON ZEHNDER COLLECT SENSITIVE PERSONAL INFORMATION?

Sensitive personal information is a subset of personal data that includes ethnicity, health, trade union membership, philosophical beliefs, sexual orientation, and other categories as prescribed by law. We may collect and process your sensitive personal data in the ordinary course of the recruitment process under the following circumstances:

- **Health Information:** To make reasonable adjustments during or after the recruitment process and to comply with health and safety obligations.
- **Racial or Ethnic Origin, Sexual Orientation:** To monitor diversity and inclusion initiatives, ensure equal opportunity, and comply with legal requirements.

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- Other Special Category Data: Only when necessary and legally permissible for the recruitment process.

Where it becomes necessary for us to process your sensitive personal data for any reason, in our offices in the EEA, Switzerland and the UK, the legal basis on which we rely is to perform our legal obligations, to exercise or defend legal claims, where processing is necessary to carry out rights or obligations in the field of employment, social security, social protection law or in the case of discretionary benefits, or with your explicit consent.

WHY AND HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information for the following purposes:

- to communicate with you and respond to your requests or application
- for recruitment, evaluation, background screening and hiring purposes to assess your suitability and eligibility for a position or opportunity with us
- to enable your use of any platform for recruitment
- to analyze, develop and improve our recruiting activities
- to maintain the security of any recruiting platform and our sites, systems and networks, enabling the protection of Egon Zehnder, its systems, business information, employees, clients, candidates and any third parties
- to address our public health and workplace safety obligations
- to provide reasonable accommodations to facilitate the interview process (in case of disabilities)
- pursue our legitimate interests where permitted under applicable data protection laws, which are not overridden by your rights and freedoms, having regard to the safeguards we put in place such as those described herein
- if authorized under applicable law, monitor racial or ethnic origin, gender diversity, sexual orientation and physical or mental incapacity for aggregated diversity reporting and disability
- to comply with applicable laws and regulations or enable us to fulfil our legal obligations and
- to operate our business.

FOR INFORMATION COLLECTED ABOUT YOU IN THE EEA, SWITZERLAND, THE UNITED KINGDOM AND OTHER RELEVANT REGIONS, WHAT IS OUR BASIS FOR PROCESSING?

For information about you, which is collected in the EEA, Switzerland, the United Kingdom and other relevant regions, our basis for processing is the following:

- Our legitimate business interests in evaluating your application to manage our relationship with you, to ensure that we recruit appropriate employees, and to evaluate and maintain the efficacy of our recruiting process more generally, for security purposes to ensure the protection of our systems and networks, or in case you were not selected for the position you applied for but we would like to contact you about future job opportunities at Egon Zehnder that may be of interest to you and in operating our business.
- Our performance of contractual and pre-contractual obligations relating to our potential employment relationship with you.
- Our compliance with applicable law with regard to personal data necessary to satisfy our legal and regulatory obligations, including with regard to public health and workplace safety.
- With your consent, if we use recording systems or collect sensitive personal data for legally permitted purposes other than compliance with our legal obligations regarding public health and workplace safety.

FOR HOW LONG DO WE RETAIN PERSONAL INFORMATION?

Egon Zehnder maintains your personal information only for as long as this is necessary to fulfil the purpose it was collected for or as required to meet legal and/or regulatory requirements. If we no longer have a legal ground to retain your personal information, we will erase the information securely, or in some cases anonymize it.

If you are the selected candidate for a position at Egon Zehnder, your personal information submitted within the application process will be kept in your personal file for employment purposes.

If you are unsuccessful and have not consented for us to contact you about future career opportunities at Egon Zehnder, we will retain your personal information for a period of up to 12 months after the completion of the application process and the last communication relating to the outcome of your application has been sent (unless a longer or shorter period is required by applicable law). Where you do have consented for us to contact you about future career opportunities at Egon Zehnder, we may retain your personal information in our talent pool until you withdraw your consent in writing by sending us an email (see “How to contact us” below).

To the extent permitted or required by law, or as requested by you, Egon Zehnder may delete your personal information at any time. As a result, you should retain your own copy of any information you provide or submit to us.

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WHEN AND HOW CAN WE SHARE YOUR PERSONAL INFORMATION?

Sharing within Egon Zehnder

As a global organization, information about you may be shared globally with certain members of the HR team, hiring managers and other individuals who have a need to know the information or who are actively participating in the recruitment process you are taking part in throughout Egon Zehnder's worldwide organization. Egon Zehnder is a global corporation with operations in over 36 countries and hence your personal information may be transferred, accessed and stored globally including in countries or regions outside of the one in which you reside. Egon Zehnder employees are authorized to access personal information only to the extent necessary to serve the applicable purpose outlined herein and to perform their jobs and are bound by appropriate confidentiality arrangements.

Sharing with third parties

Where necessary, we share personal information with the third parties described below:

- Third-party service providers (for purposes of e.g. website or recruitment platform management, recruitment consulting, information technology and related infrastructure provision, communication, auditing, and other similar services).
- As required by law, such as to comply with a subpoena or other legal process, when we believe in good faith that disclosing or processing your personal information is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to government requests, including public and government authorities outside your country of residence, for national security and/or law enforcement purposes. If this is necessary for our exercise or defense of legal claims, we may also share your personal information with our insurers or professional advisors.

When third parties are given access to your personal information, we require them to abide by contractual, technical and organizational measures designed to ensure that your personal information is processed only to the extent that such processing is necessary, consistent with this Privacy Notice, and in accordance with applicable law. In addition, Egon Zehnder maintains agreements with such third parties to ensure that they do not use any personal information they collect on Egon Zehnder's behalf for their own commercial purposes or for the commercial purposes of another company or external party.

International Transfers

If your personal information is transferred to an Egon Zehnder recipient or third party in a country that does not provide an adequate level of protection for personal information, Egon Zehnder will take safeguards and measures designed to ensure that your personal information is adequately protected, such as making it subject to the terms of the EU Standard Contractual Clauses.

HOW IS YOUR PERSONAL INFORMATION SECURED?

Egon Zehnder has implemented appropriate technical, physical and organizational measures designed to restrict access to the personal data it holds and to protect your personal information against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorized disclosure or access as well as all other forms of unlawful processing (including, but not limited to, unnecessary collection) or further processing.

POSSIBLE CONSEQUENCES

You will not face negative consequences if you do not wish to provide us with your personal information in the course of the recruitment process. However, without providing your personal information it will not be possible for us to progress your application and your application may be closed. Incomplete or incorrectly completed applications may not be considered.

WHAT ARE YOUR RIGHTS?

Subject to applicable law, you have the right: (i) to obtain information about your personal information we and our third parties process; (ii) to request the correction or completion of incorrect personal information we and our third parties process; (iii) to request the deletion of personal information we and our third parties process; (iv) to object to our or our third parties' processing of your personal information or to restrict the way we and our third parties process such personal information; (v) to request to receive personal information in a structured, commonly used and machine-readable format and to ask us to transmit that personal information to you or directly to a third party and (vi) to withdraw your consent. To make a respective request, please use the contact details provided in "HOW TO CONTACT US" below.

WHAT ARE YOUR RESPONSIBILITIES?

You are responsible for the personal information that you provide or make available to Egon Zehnder, and you must ensure it is relevant, truthful, accurate and not misleading in any way. You must ensure that the information provided does not contain material that is obscene, defamatory, or infringing on any rights of any third party; does not contain malicious code; and is not otherwise legally actionable. Further, if you provide any personal

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information concerning any other person, such as individuals you provide as references, you are responsible for providing any notices and obtaining any consents necessary for Egon Zehnder to collect and use that information as described in this Privacy Notice.

HOW TO CONTACT US?

We encourage your questions and comments about this Privacy Notice and our privacy practices. Please contact us

using the information below, and we will respond to you as soon as reasonably possible:

Egon Zehnder International Ltd.

Wiesenstrasse 17

8008 Zurich

Switzerland

Email: jointheteam@egonzehnder.com

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