

Career site and jobs platform of the BKW Group, career newsletter

Privacy policy for applications for vacancies in companies in the European Union

Thank you for your interest in working at the BKW Group. The following explains how we process your personal data in connection with your application when you visit our career site or our jobs platform or when you apply online for a vacancy with a BKW Group company. You can find an overview of all of BKW Group companies at www.bkw.ch. Also note the privacy information we have provided for our website here: <https://www.bkw.ch/en/privacy-policy>

1. Who is responsible for data processing?

For the purpose of data protection law, all the companies of the BKW Group are jointly responsible for the electronic application process with the BKW Group, especially BKW Energie AG, Viktoriaplatz 2, 3013 Bern (Switzerland), Phone: + 41 (0) 58 477 51 11, Fax: + 41 (0) 58 477 56 35. The contact details for the other Group companies that are jointly responsible with BKW Energie AG can be found below.

The responsible party for the career newsletter is BKW Energie AG, Viktoriaplatz 2, 3013 Bern (Switzerland), Phone: + 41 (0) 58 477 51 11, Fax: + 41 (0) 58 477 56 35.

2. Which of your data do we process and for what purposes?

We process the data that you send or have sent to us in connection with your application in order to verify your suitability for the position (or, in some cases, for other vacancies at BKW Group companies) and to carry out the application process. This includes, in particular, the following categories of data:

- Master data (such as name, gender, date of birth)
- Contact data (such as address, email address, telephone number)
- Application documents (such as letters of recommendation, CV, photo)
- Details about the current or planned employment relationship (e.g. salary expectations, level of employment)
- Data about your professional history and skills you have acquired (such as training and further education, work experience, additional qualifications)
- Usage data and master data connected with your online application (such as IP address, name of requested file, date and time requested, amount of transmitted data, notification of successful request, web browser).

For the career newsletter, BKW Energie AG processes your contact data and any filter criteria you have selected.

3. Career newsletter

With your consent, you can subscribe to our newsletter and get information about vacancies, company news and career opportunities at the BKW Group. You can also define criteria for which information you would like to receive from us.

To receive the newsletter, the only information you have to provide to us is your email address. You have the option of providing other additional information and selecting filter criteria, which we use to address you by name.

4. On what legal basis is data processed?

The legal basis for processing your personal data in the application process is Art. 6(1), para. 1, point (b) GDPR or, in Germany, Art. 26 Federal Data Protection Act (BDSG) as processing is necessary to carry out steps prior to entering into a contract, as well as Art. 6(1), para. 1, point (f) GDPR as there is a legitimate interest in running an efficient application process. If data is needed for legal action after the application process, data can be processed on the basis of the requirements of Art. 6 GDPR, particularly to exercise legitimate interests pursuant to Art. 6(1), para. 1, point (f) GDPR. Our legitimate interest is in asserting or defending against legal claims.

Your consent is required to process your application electronically using a standardised IT applicant data system within the BKW Group, to add your applicant data to our applicant

pool and to receive the career newsletter; the legal basis for processing is Art. 6(1), para. 1, point (a) GDPR.

5 Are you obligated to provide your data?

You must provide your application data if you would like us to make a decision about your application and if you would like to enter into an employment contract or training contract. If data is missing from your application or if your application data is incomplete, your chances of receiving an offer will decrease.

6 How long is this data stored?

Applicant data will be deleted after six months after they have been rejected. If data is needed for legal action, it will be deleted after a legally binding decision has been reached by the court. Data for reimbursing travel expenses will be deleted after 10 years.

If you have agreed to allow us to continue to store your data, we will add it to our applicant pool. There, data will be erased two years after the last update, i.e. when the applicant profile was last changed by the applicant or the HR administrator responsible.

We use a double opt-in process when you register for our career newsletter.

This means that we send an email to the email address you provided when you registered in which we ask you to confirm that you wish to receive the newsletter. If you do not confirm your registration within 24 hours, your information will become inaccessible and then automatically deleted one month later. In addition, we store your IP address and the time when you register and confirm your registration. We do this to be able to prove that you registered and, if necessary, to investigate any abuse of your personal data.

If you are selected for a position during the application process, your data will be moved from the applicant data system to our personnel information system and anonymised in our applicant data system.

7 Who do we forward data to?

We use specialised software providers for the application process and to send the newsletter. They work as service providers for us and may gain knowledge of your personal data while maintaining systems or providing services. We have entered into processor agreements with these service providers to ensure that they process data in an acceptable manner.

After your application is received, your applicant data will be viewed by an HR manager from the relevant BKW company. Suitable applications are then forwarded internally to the person in the department who is responsible for the vacancy. Executive management also receives a copy, as do the works council and the representatives for people with serious disabilities (if any are at the relevant company). Together they decide on how to proceed. Within BKW Group companies, the only people who are permitted to access your data are those who need to access it to properly conduct the application process.

8 Where is data processed and is it sent to third countries?

BKW Group companies only process data at data centres located in Switzerland and the European Union. Switzerland is the only country outside of the European Economic Area to which data is sent; this is permitted under privacy law based on the Commission Decision of 26 July 2000 (2000/518/EC, OJ 2000, L 215 p. 1).

9 Your rights as a "data subject"

You have the right of access regarding which of your personal data we process.

If a request for information is not made in writing, note that we may ask you to provide evidence that you are the person you claim to be.

In addition, you have a right to rectification, erasure and restriction of processing, insofar as you are legally entitled to these rights.

You also have a right to object to processing within the scope of statutory requirements. The same applies to your right to data portability.

We ask that you exercise your rights with regard to the application process directly with the BKW Group company you originally contacted or – if, for example, you no longer have their details – with BKW Energie AG. Of course, you can also contact any individual BKW Group company.

10. Data protection officer

BKW Energie AG has designated a data protection officer. There are several ways for you to get in touch with the data protection officer:

BKW Energie AG
Data Protection Officer
Viktoriaplatz 2
3013 Bern

Email: s_compliance@bkw.ch

Designated data protection officers for other BKW Group companies can be found below.

11. Right to file complaints

You have the right to file a complaint with a data protection supervisory authority regarding our processing of personal data. However, we encourage you to get in touch with us a second time before you exercise your right to file a complaint.