

Annex 1:

Privacy Policy – Staff Recruitment Helsana Group

1. Helsana Insurance Company Ltd («Helsana») is responsible for the data processed within the Success Factors («SF») system. Helsana processes the application documents that you transmit using the data capture form by Prospective or by mail in accordance with applicable data protection law.
2. You can check the status of your application at any time via your candidate profile. You can also amend your candidate profile, or delete it yourself, at any time.
3. At Helsana, only those staff members handling the recruitment process, as well as selected individuals who perform technical system management and support tasks, are able to access the data you have saved in the SF tool. All of these individuals are subject to a contractual duty of confidentiality.
4. Helsana does not pass your data on to third parties without your consent.
5. Helsana will automatically delete/anonymize your personal application data after 2 years, if you have not accessed your candidate profile in the SF-Tool at least once within this period.
6. With your application you agree that Helsana may use your data for HR marketing initiatives, and to contact you for the purpose of placing suitable job offers and information with job-relevant content. You have the right to withdraw your consent at any time and to demand that Helsana delete your data. In this case Helsana will delete your data immediately.
7. The data which you enter in the data capture form by Prospective is stored in encrypted form in the SAP cloud in Germany.
8. If you would like support displaying, editing or deleting your data, please send a mail to karriere.leben@helsana.ch.
9. Any enquiries, claims or requests for information related to data protection law may be sent to the Data Protection Officer at Helsana at the following contact address. They must be accompanied by a copy of an official form of identification:

Helsana Insurance Company Ltd
Data Protection Officer
PO Box
8081 Zurich
10. This page and the recruitment process are managed with the greatest possible care in accordance with the latest developments in science and technology. However, you use the internet at your own risk. This also applies to e-mails, and to links that lead you to us or that we offer to you. We accept no liability for direct or indirect loss or damage incurred by you or third parties as a result of contacts or transactions of any nature via the internet. Specifically, to the extent permitted by law, we do not accept any liability for transmission errors, technical faults, disruption or interruption in or to the network, unlawful intervention in network facilities, viruses, the copying and forgery of data, network overload, or electronic access being blocked by third parties, etc.
11. Every data subject has the right to file a complaint with the competent data protection authority. In Switzerland, this is the Federal Data Protection and Information Commissioner (<http://www.edoeb.admin.ch>).
12. The process owners of this subsystem take steps to ensure that authorised users comply with instructions, and that external IT service providers comply with their contractual requirements.