

## **DATA PROTECTION DECLARATION FOR THE ATTENTION OF PERSONS APPLYING FOR AN EMPLOYMENT OPPORTUNITY WITH COMADUR SA**

### **1. What does it involve?**

This is the data protection declaration addressed to persons applying for an employment opportunity with COMADUR SA, Col-des-Roches 33, CH-2400 Le Locle, (hereinafter the “**employer**”). The employer is responsible for data processing within the meaning of this data protection declaration.

We may change this declaration at any time. If these changes have significant consequences for you, we will inform you accordingly.

### **2. What type of personal data do we process?**

We obtain personal data that we collect or receive during the recruitment, hiring and selection phase of new employees (i) from you, (ii) from placement/recruitment agencies, (iii) from third parties, (iv) from private or public institutions and (v) from other public resources. Such personal data mainly collected in a document called a CV or application file includes:

- your contact details;
- your marital status, family situation;
- details of your qualifications, such as your skills, experience and professional background;
- work certificates;
- all data that we are required to collect, process and transmit under applicable laws and regulations.

### **3. For what purposes may we process your personal data?**

We process your personal data for the following purposes:

- Selection and recruitment activities of our personnel

### **4. To whom may we disclose and transfer your personal data?**

We share your personal data with the following recipients or categories of recipients, so that they can use the data in their own name and under their own control or act on our behalf and/or as partners, but only for the purpose of fulfilling their obligations; in which case they are contractually bound to observe an appropriate level of data protection when processing your personal data:

- our parent company, The Swatch Group Ltd, Faubourg du Lac 6, 2501 Biel/Bienne, Switzerland (hereinafter the “**Swatch Group**”) and its affiliates;
- public or private bodies to which we disclose your personal data under legal obligations, such as social security institutions, unemployment offices, etc.;

- our external service providers (e.g. for personnel assessment and selection)

We may disclose your personal data to an acquirer if we or our assets are acquired by a third party.

We may disclose your personal data when we are under a duty to disclose or share your personal data to comply with legal obligations or to enforce, apply or protect our rights, property or safety or those of the Swatch Group companies, clients, employees or others.

## **5. Is your personal data transmitted abroad?**

In certain specific cases, we may need to transfer your personal data across borders, including to countries which, according to the competent supervisory authorities, do not offer an adequate level of data protection, for example to countries which, according to the Federal Council, do not grant such a level.

The possible countries in which your data may be transmitted are the EU/EFTA countries, as well as all the countries in which a company of the Swatch Group is represented.

In the absence of an adequate level of data protection in the intended country, we ensure adequate protection of your personal data by requiring recipients to comply with binding contractual obligations in accordance with applicable standards approved by the competent supervisory authorities or by relying on other guarantees, such as self-certifications, approved by the competent supervisory authorities.

## **6. How to contact us?**

If you have any questions, you can contact us at the following address:

COMADUR SA  
Col-des-Roches 33  
CH-2400 Le Locle

Contact person : HR Director  
Telephone : +41 32 930 83 11  
Email : [rh@comadur.ch](mailto:rh@comadur.ch)

**Human Resources**

**COMADUR SA**

Le Locle, 15 August 2023

Nicolas Ojan



CEO

Naine Steve



HR Director

In the event of any discrepancy, the French version shall prevail.