

## **PRIVACY NOTICE FOR JOB APPLICANTS**

### **a. Data Collection from Job Applicants**

By submitting your application documents, you agree that your personal data may be processed for the purpose of our personnel selection. This data includes name, title, address, telephone number, date of birth, education, occupation, salary expectations as well as data and images contained in the cover letter, CV, motivation letter, certificates or other documents sent to us. Your data will not be passed on to third parties without your consent.

There is also no automated decision-making pursuant to Art. 22 GDPR. Data processing is based on the statutory provisions of Art. 6 (1) (a) (consent) and (b) (required for contract fulfilment) GDPR. If you are not employed, we will delete your data within 12 months in order to be documented for legal proceedings and unexpected vacancies, if any. At your request, we will delete the data immediately, if the application process does not lead to employment.

### **b. Your Rights**

#### **1. Right to Information**

You have the right to request information about your personal data that is stored by the Companies. A request for information, together with proof of identity, must be sent in writing to the controller (see c.).

Upon receipt of your request for information, you will be informed within the statutory period of 30 days. The information may be refused, restricted or postponed to the extent required by law or due to the prevailing interest of a third party or the company the request is addressed to. The request for information may be combined with a request for rectification or erasure of data.

#### **2. Right to Rectification or Erasure**

You have the right to request, in writing and free of charge, the rectification or erasure of your personal data, insofar as these are incorrect or stored or processed without good reason. A reasoned request for rectification or erasure must be sent to the controller (see c.), accompanied by a proof of identity.

Your request for rectification or erasure will be processed upon receipt within a reasonable time. Thereafter, the completion of your request for rectification or erasure will be confirmed to you.

Erasure may be prevented by legal regulations. In such a case, the Companies will process your personal data only to the extent necessary to comply with the statutory requirements.

#### **3. Right to Objection or Cancellation**

You have the right to object in writing, in whole or in part, to the processing of your personal data or to cancel your consent to the processing of such data. The objection or cancellation must be addressed in writing to the controller (see c.).

The receipt of your objection or cancellation will be confirmed to you and thereafter the concerned data will be deleted.

To comply with an objection or cancellation may be contrary to statutory regulations. In such a case, the Companies will process your personal data only to the extent necessary to comply with the statutory requirements.

#### **4. Right to Restriction**

You have the right to restrict the processing of your personal data with regard to the transmission of such data to third parties. An application for restriction must be sent in writing to the controller (see c.) accompanied by proof of identity.

The receipt of your application for restriction will be confirmed and your application will be completed within a reasonable time.

Such restriction may conflict with legal regulations. In such a case, the Companies will only transmit your personal data to third parties to the extent necessary to comply with the statutory requirements.

#### **5. Right to Complaint**

You have the right to file a complaint with the competent Liechtenstein supervisory authority. You may also contact another supervisory authority of an EU or EEA Member State, for example at your place of residence or work or at the place of the alleged infringement.

The contact details of the Data Protection Authority in Liechtenstein are as follows:

Liechtenstein Data Protection Authority  
[Datenschutzstelle :: Datenschutzstelle](#)

#### **c. Contact**

For questions about data protection and data processing, please contact the controller in writing. You can contact the controller Officer as follows:

NGM Aktiengesellschaft  
Bahnstrasse 3  
LI-9494 Schaan  
+423 236 40 40  
office@ngm-ag.com