

Data Protection Notice of ASCO CARBON DIOXIDE LTD for Applications

Introduction

For us, ASCO CARBON DIOXIDE LTD, it is very important that personal data is handled carefully. This specifically also applies to data of applicants (hereinafter – for the sake of simplicity neutrally and applying to any gender – referred to as "**Applicants**"). The following information will show you how we handle your personal data in the scope of your applications.

Personal data

The term of personal data means all information that can be connected to you as a natural person, such as your name, address, date of birth, email addresses or phone numbers. This shall also include any information that can only be assigned to you indirectly, e.g. by assignment to an identifier such as a name, identification number, site data or an online identifier. Identifiable also means a person who can be identified based on one or several special features that express the physical, physiological, genetic, psychological, economic, cultural or social identity of that natural person.

1. Scope of the area of application; controlling company for your data

We, ASCO CARBON DIOXIDE LTD, are as a Controller responsible for processing your applicant data.

2. Contact details for the Controller

ASCO CARBON DIOXIDE LTD
Cornelia Simbürger
Human Resources
Industriestrasse 2
CH 8590 Romanshorn
+41 71 466 80 99
Cornelia.simbuenger@ascoco2.com

3. What data does ASCO CARBON DIOXIDE LTD process?

We process in particular the following types of personal data in the regular scope of an application process:

a) Applicant data when using the applicant portal

If you apply via an applicant portal available on our website (if we offer this), you will be asked to provide some personal data when you submit your application. Data on your person (in particular form of address, first and last names, street, postal code, town, country, phone number and email address) as well as further file attachments for your application (cover letter, curriculum vitae and certificates) are required since we need this information to actually process your application. Optionally, you may also include your mobile phone number, expected salary (annual salary) and miscellaneous.

b) Applicant data for applications by email or in written form

If you apply to us by email or in writing, we will process your provided data, such as, usually, data on your person (in particular form of address, first and last names, street, postal code, town, country, mobile phone number, phone number and email address) as well as further file attachments for your application (cover letter, curriculum vitae and certificates), since we need this information to actually process your application.

c) Applicant data for applications via recruiters

If you apply to us via recruiters, we will usually only process anonymised data from an anonymised curriculum vitae in the first step. In the further application process, we will then process your personal data provided by you or the recruiter, such as in particular your form of address, first and last names, street, postal code, town, country, mobile phone number, phone number and email address, as well as further file attachments of your application (cover letter, curriculum vitae and certificates), in order to be able to process your application further.

These data will hereinafter be referred to as "Applicant Data". You will find further information on the processed data in the following description of the specific processing procedure.

4. What does ASCO CARBON DIOXIDE LTD do with the data?

We process your Applicant Data only for the purpose of deciding whether to found an employment, i.e. for performing the entire application process at our company.

5. General information

a) Your rights

Upon request, you have the right to obtain information on your personal data stored by us.

You additionally have the right to demand rectification of inaccurate personal data, the right to demand restriction of personal data processed too comprehensively, and the right to demand erasure of illegally processed personal data or data that (if no statutory obligations to store data and no other reasons according to Article 17(3) GDPR are present) are kept for too long. Furthermore, you have the right to receive the personal data you provided to us if you provided the data to us in the scope of a declaration of consent, or to perform a contract. You (or a third party designated by you) receives /

receive the data in a structured, commonly used and machine-readable format (right to data portability).

As far as you have a right to object to processing concerning individual procedures as well, this is covered in the scope of the description of the individual procedures.

You may exercise your rights, among others, by writing an email to the following email address: datenschutz@ascoco2.com

You also have the right to lodge a complaint with a data protection supervisory authority about processing of your personal data by us.

b) General information on the legal basis of the indicated processes

Your entered or provided Applicant Data will be processed based on Section 2 para. 2 Federal Data Protection Act. This legal basis permits processing of personal data if the purpose of the processing is recognizable to the data subject.

c) General information on Messer Information Services as recipient of data

The IT programs with which your data are processed are hosted by Messer Information Service GmbH ("MIS") in Gross-Umstadt / Germany. MIS only performs processing activities on order and according to our instructions in this scope.

d) General information on the storage period

If no employment is founded, the Applicant Data provided by you and stored by us will be erased at latest after the end of 6 months after communication of a rejection.

If you make use of your option to withdraw your application at any time, your Applicant Data will be erased without delay.

e) Information

Provision of your Applicant Data is not required by law or contract for use of the application portal, in the scope of an application by email or in writing or via a recruiter. You are also not obligated to provide your Applicant Data to us. However, processing of your Applicant Data listed in item 3 is required for useful processing of your application.