

Privacy Statement ETH juniors (as of August 2018)

ETH juniors
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ETH Zentrum
8092 Zurich
Switzerland

/ **General information**

In this privacy policy we inform you about how ETH juniors ("ETH juniors", "we", "our", "us") processes personal data we receive from you during all contacts and exchange of files, information or similar that we might have with you.

/ **What personal data do we process?**

We process all the personal data, which is handed to us by you, while applying for a job from us, being employed by us or any other communication between you and us. This data includes, but is not limited to personal details, contact information, images, recruitment information and other information that you might have included in the documents you sent to us.

/ **What are our processing purposes and their legal grounds?**

We use the data to assess your experience and qualification, which is needed to fulfill the requirements of the offered position from ETH juniors. Furthermore, we might conduct background checks based on your provided personal data. When your application is successful, we also process your personal data to make you an offer and for the onboarding process. Furthermore, we process your data to meet any given regulations by the government. This includes, but is not limited to immigration, withholding tax registration and record-keeping and reporting obligations.

/ **What are the parties who may have access to your data?**

Inside ETH juniors all current members of ETH juniors have access to your personal data. For a personal lease, projects or university marketing personal data might be given to a possible employer or other third parties within Switzerland, the EU/EFTA area and in special occasions also outside the EU/EFTA area for a candidate preselection. Furthermore, we might upload your CV to our internal cloud tool which might be saved on third party servers in Switzerland, EU/EFTA or other.

/ **How long will we retain your data?**

Your data will be retained as long as there is no request for erasure by you. We might ask for personal data updates.

/ **What are your rights under the data protection law?**

You have the right to access your data. This means you are entitled to be informed about current data processing or a copy of your data, which is stored by us. Under certain circumstances the copy of your data can be requested to be delivered on a portable device by us. If you find your data to be incomplete or incorrect, you can ask for an update or amendment. Furthermore, you have the right to restrict the data processing by us or object to it totally. You can also withdraw your previously given consent to data processing by us and request an erasure of your stored personal data. Additionally, you have a right to file a complaint with us or a supervisory authority.

/ **How can you reach us?**

For further information or questions please send us an e-mail to info@juniors.ethz.ch.

Hereby I declare, that I have read the privacy statement and accept it.

City, Date; Signature/ Name: