



Confidentiality and Data Protection Statement regarding the use of the Pictet Group recruitment platform

General information

This Confidentiality and Data Protection Statement applies to all users of the recruitment platform of the Pictet Group or any and all affiliated entities thereof (hereinafter, the “Group”). External and internal candidates (hereinafter, each individually the “Candidate”) will find information in this statement regarding the collection, utilisation, disclosure, conservation and processing of their personal data (hereinafter, the “Data”) as part of the Group’s recruitment process. If a Candidate is hired, the Data of the recruited Candidate will be uploaded to the Group’s HR systems.

The Candidate is requested to read, acknowledge and accept this statement before providing the Group with any Data on the recruitment platform.

Data protection

The Group is committed to protecting the Data and will take all measures to provide a reliable and secure service. In addition, each entity of the Group must respect its local legislation regarding data protection. The Group is not responsible for the data protection policies or practices of other Internet sites mentioned in the recruitment platform, if any. We therefore encourage you to read the data protection policies of such sites so that you know how your Data are collected, shared and used by these sites.

Ethics

The Group abides by the principles of equal opportunity and non-discrimination on the basis of marital status, maternity, gender, race, colour, nationality, belonging to a national minority, ethnic origin, social class, religion or beliefs, political opinions or other views, membership of a trade union or political party, part- or full-time status or type of employment contract, disability, age or sexual orientation or any other protected rights. These principles are upheld as from the time of hiring.

Data collection

As part of the recruitment process, the Candidate is invited to provide Data, such as his/her first and last name, postal address, e-mail address, telephone number, citizenship and other identifying information. The Candidate will also provide information regarding his/her education, certification, work experience and language skills.

The Candidate also agrees that the Group may process any Data that he/she has provided in any other format, such as CV, cover letter, recommendation letter, etc.

In addition, other information will be collected during the interviews, telephone conversations, emails, or any other form of communication. The Candidate agrees that any and all persons involved in the recruitment process within the Group (hereinafter, the “Recruiters”) may consult professional social networks and obtain references from professional recruitment agencies, if applicable.

Recruiters may also perform screening checks of the Candidate, in particular regarding his/her employment history, police records and debt enforcement extracts, where applicable. By submitting any Data, the Candidate authorises Recruiters to request this information from the Candidate or retrieve it from any local open source database, where applicable. As Candidate files may contain sensitive Data (such as criminal records or debt enforcement extracts, etc.), Recruiters undertake to process this Data in a proper and lawful manner, in accordance with local legislation.

The Candidate may be asked to take assessment tests. In such case, the Candidate will receive additional information about the test and its results.

If the Candidate provides the Group with information about a third party, such as a referee or provider of a character reference, the Candidate is responsible for obtaining consent to pass on personal Data of the latter to the Recruiters.

An asterisk will clearly indicate if the field is mandatory. The absence thereof indicates that the field is optional. The Candidate is aware that the Recruiters may not process the application at all or may not do so correctly if the Candidate does not provide the requested information.

The Candidate certifies that any and all Data given to the Recruiters at any time during the process are accurate and true. The Candidate is hereby informed that the Group will discard the application of any user who provides false statements or misleading information.

Data collection for diversity, non-discrimination purposes and statistical purposes

In order to promote diversity and equal opportunities within the Group and also for statistical purposes, the Candidate will be asked to complete the following fields: gender (Female or Male) and date of birth. These fields are mandatory but will not be seen by any Recruiter involved in the recruitment process until the final stage, when the Candidate is chosen.

For purely statistical reasons, the Group may store and save information concerning the use of the recruitment platform by the Candidate, such as the IP address, the type of Internet browser or the amount of time spent visiting a section. This information, however, is not connected with the Data of the Candidate under any circumstances.

Utilisation of Data collected by the Group

Data are collected as part of the recruitment process and may be used solely for recruitment, HR purposes and HR analytics. They are used, in particular, to assess the application of the Candidate, to contact him/her, and to comply with regulatory requirements, if applicable. Hence, by submitting any Data, the Candidate authorises the Recruiters to use his/her personal information to contact him/her by telephone, email, or by any other means of communication regarding his/her application, questions or proposal of an offer, if applicable. The Candidate also authorises the Recruiters to use his/her Data for a different position from the one for which he/she applied.

Confidentiality and Disclosure of Data

All Data are collected for the specific purposes mentioned herein and may not be used otherwise. They are kept confidential.

The Group will not sell or share any Data collected through the recruitment process for commercial purposes.

Nevertheless, the Candidate accepts that his/her Data may be shared worldwide only to the persons who have been duly authorised to handle such information and only persons within the Group. The Candidate is aware and accepts that the level of data protection may vary from one country to another, it being specified that the country of reference is the one where the position is open and not the one of the Candidate's country of residence.

The Group is authorised to use third-party services to process the Candidate's Data and to provide an appropriate and high level of service, in particular by hosting the recruitment platform on the cloud or by using a third party for screening checks.

The Group will not disclose the Data or any other information concerning the use of the recruitment platform (such as the sections visited) to any third party, except in the following circumstances:

1. if the Candidate authorises or requests the Group to do so;
2. if legal or judicial proceedings require the Group to do so; or
3. upon formal request by a government entity or other supervisory authority.

Conservation of Data

The recruitment platform is hosted on SAP SuccessFactors' cloud, whose servers are based in Germany and in the Netherlands. Both these countries are part of the European Union, which, through its General Data Protection Regulation, possesses one of the most advanced legal frameworks in this field. The Group has chosen its service provider following a rigorous selection process, validated by an in-house committee that made its assessment independently of the project management team. In a similar vein, the provider's technical infrastructure and security measures underwent a methodical audit conducted by the Group's IT Security Department. SAP SuccessFactors has been thoroughly audited and certified by third parties, guaranteeing that the design and operation of its services comply with the most stringent and state-of-the-art protection measures. Moreover, the firm was acknowledged as a market leader in cloud solutions in eight different survey reports in 2016.

The Group reserves the right to change the place where the servers are hosted or the cloud itself, as long as the adequate level of data protection is guaranteed.

The Data of the Candidate will be kept on the Group's recruitment platform for two (2) years after the last action performed thereon. The Candidate will receive a prior warning one (1) month in advance. If the Candidate fails to take action within that month, his/her Data will be anonymised.

Access, Alteration or Deletion of Data (rights of the Candidate)

The Candidate may enquire whether or not his/her Data are being processed or stored and gain access to them in an intelligible format, if this is indeed the case.

In addition, the Candidate may log on to his/her profile on the recruitment platform at all times. He/she is at liberty to change or delete any and all Data present in the recruitment platform, including his/her profile.

Nevertheless, because of the automatic back-up system in use, the Data will not be deleted before the expiration of a period of thirty (30) days.

Subject to applicable law, the Candidate also has the right to request a restriction of the processing of personal data, to object to such processing and to lodge a complaint with any competent data protection supervisory authority.

The Candidate may contact the Group's HR Legal unit with any questions regarding his/her right as a data subject at the following email address: HR_Legal_Services@pictet.com

The Candidate may also wish to contact the Group's Data Protection Office directly, in which case he/she can address any questions or concerns to one of the following email addresses (depending on their location):

switzerland-data-protection@pictet.com

europe-data-protection@pictet.com

asia-data-protection@pictet.com

Security

The Group has introduced appropriate technical and organisational measures to protect the Data collected by way of the recruitment platform.

The Candidate is solely responsible for his/her access to the recruitment platform. The Group recommends that each user must change his/her password regularly and not divulge his/her password to anyone.

Changes to this Statement

Any amendment to this Statement will be announced on the recruitment platform.

Jurisdiction

The ordinary Courts of the Republic and Canton of Geneva have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Confidentiality and Data Protection Statement, and the Candidate hereby irrevocably agrees to submit to the jurisdiction of such court.

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