

Privacy Policy

The protection of your personal data is of great importance to us. We ensure that this data is processed responsibly and in compliance with the current legal provisions (Data Protection Act (DSG/DPA), General Data Protection Regulation (DS-GVO/GDPR), General Administrative Procedure Act (GAPA/AVG), Agreement on Order Data Processing (AODP/AVV)). We practice transparency in terms of what data is processed by us or disclosed to third parties when and for what purpose.

First Choice Consulting AG, Ledergasse 11, 6004 Lucerne ("we", "us") is responsible for this Privacy Policy. More detailed information can be found in the "About us" section of our website.

Collection of data

Personal data is considered any information relating to an identifiable natural person. This includes, for example, name, contact information (address, phone number, e-mail address, IP address), date of birth, nationality, marital status, information on salary history and salary expectations, CV information such as professional background, training and continuing education, qualifications, language and computer skills, references, etc.

General information

We collect personal details (also referred to as "personal data") when you provide it to us, for example, when you contact us, submit a job application, communicate with us personally, or work together with us within the scope of our range of services. We also collect personal data that we obtain in the course of our business activities from clients and job candidates and other persons involved or from users during the operation of our website. We may also collect personal information from publicly available sources, from the commercial register, from other registers and websites, or from the media, and also from other companies and, with their consent, from former employers.

As a rule, there is no obligation to disclose personal data to us unless you have a contractual relationship with us that justifies such an obligation. However, we will need to collect and process the personal data that is necessary or required by law to establish and maintain a contractual relationship and to perform the duties associated therewith. It is also not possible to prevent the processing of log data and certain other data when using websites. When communicating with us, we must also at least process the personal data that you provide to us or that we provide to you.

You can revoke your consent at any time. Otherwise, the collection of data is based on Art. 6 (1) (a) and (b) GDPR and Art. 13 DPA.

Use of data

We use personal data primarily to conduct our business, for example, to recruit and evaluate candidates and assign anticipated positions or assignments, to submit potential candidates for suitable positions, to present suitable candidates to clients, and to respond to inquiries. In addition, we also process personal data for the following purposes:

- Service offerings and further expansion of our offers, services, and website

- Communications with third parties and the processing of their requests (e.g., job applications)
- Safeguarding our operations, in particular the IT, the website, and internal platforms
- Assertion of legal claims and defense of such claims in connection with legal disputes and official proceedings
- Purchase and sale of business units or corporate entities
- Compliance with legal obligations and internal regulations

When processing your personal data, we rely above all on the following principles:

- The performance of a contract with the data subject or at the data subject's request in case of pre-contractual measures
- Your consent, if we expressly ask for your consent
- Legitimate Interests; including, but not limited to, interest in customer service and communication with customers also beyond the parameters of a contract; marketing activities; improving products and services and developing new ones; safeguarding IT security; ensuring and organizing business operations; corporate governance and development; selling or buying businesses, parts of businesses and other assets; enforcing or defending legal claims; and complying with applicable legal and internal rules
- A requirement for legal compliance

Website

When you visit our website, we collect the following data and information:


- Time of access to our website
- Duration of the visit
- Your surfing behavior on our website
- Information about the device you are using
- Information about the browser you are using and the original website from which you were linked to our website
- Your IP address and the name of your provider
- Additional data to help reduce the risk of an attack on our IT systems

We also use "cookies," which are files stored on your device when you visit our website, and similar technologies. Information from this cookie is sent back to the server on subsequent visits to our website. Some cookies are necessary for the functionality of the website and are automatically deleted after the visit. We use other cookies to store settings (e.g., a language selection) for a later visit as well as for anonymous statistics about the use of our website. In your browser you can prevent cookies from being accepted and delete stored cookies by selecting the appropriate settings.

Some of the collected data and information listed above is collected in part using Google Analytics, a tracking tool provided by Google LLC. For more information about Google's Terms of Use and Privacy Policy, please visit the following link <https://www.google.com/analytics/terms/de.html> and <https://www.google.de/intl/de/policies>. The information generated is transferred to a Google LLC server in the USA and stored there.


If you do not want us to use Google Analytics for your data, you can prevent the use of Google Analytics by using a "browser add-on," which you can install by going to <https://tools.google.com/dlpage/gaoptout>. In this regard, we would like to make you aware of the fact that you may not be able to use all the functions of our website to their full extent.

Privacy Policy for the use of Xing

The XING share button  is used on this website. When you access this website, your browser establishes a short-term connection to the XING AG ("XING") servers, with which the share button functions (in particular the calculation/display of the counter value) are provided. XING does not store any personal data about you when you access this website. In particular, XING does not store any IP addresses. There is also no analysis of your usage behavior through the use of cookies in connection with the XING share button taking place.



You can access Xing's current data privacy information and further information by following this link https://www.xing.com/app/share?op=data_protection.

Privacy Policy for the use of LinkedIn

On our website you will find plug-ins integrated from the social network LinkedIn of LinkedIn Inc. (hereinafter "LinkedIn"). You can recognize the LinkedIn plug-ins by the LinkedIn logo .

If you click the LinkedIn logo, a direct connection will be established between your browser and the LinkedIn server. LinkedIn receives the information that you have visited our site with your IP address. We would like to make you aware that we have no knowledge of the content of the transmitted data or its use by LinkedIn. Details on the data collection (purpose, scope, further processing, use), as well as details on your rights and settings options, can be found in LinkedIn's Privacy Policy. LinkedIn provides this Privacy Policy at <https://www.linkedin.com/legal/privacy-policy>.

Privacy Policy for the use of Facebook (Like button)

Plug-ins from the social network Facebook of Facebook Inc. (hereinafter "Facebook") may be included on our website. The Facebook plug-ins can be recognized by the Facebook Logo  or the "like" button  on our website. An overview of the Facebook plug-ins can be found at: <https://developers.facebook.com/docs/plugins/>.

When you visit our website, the plug-in can be used to establish a direct connection between your browser and the Facebook server. Facebook receives the information that you have visited our website with your IP address. If you click the Facebook "Like" button while logged into your Facebook account, you can link the content of our website to your Facebook profile. This allows Facebook to associate the visit to our website with your user account. We would like to make you aware that, as the provider of the website, we do not have any knowledge of the content of the transmitted data or its use by Facebook. For more information, please see Facebook's Privacy Policy at <https://www.facebook.com/about/privacy/>. If you do not want Facebook to be able to associate visits to our website with your Facebook user account, please log out of your Facebook user account.

We can also run our own page on Facebook. When you access and use one of our web pages, Facebook collects and processes personal information in accordance with Facebook's Privacy Policy, which you can view at: <https://de-de.facebook.com/policy.php/>. If you have questions

about what personal information Facebook processes in this context, you can contact Facebook directly. The contact details can be found in Facebook's Privacy Policy.

Privacy Policy for the use of Twitter

Features from Twitter may be integrated on our website. These features are offered by Twitter Inc. (hereinafter "Twitter"). By using Twitter and the "re-tweet" function, the websites you visit are linked to your Twitter account and made known to other users. Data such as IP address, browser type, domains visited, websites visited, mobile phone provider, device and application IDs and search terms are transmitted to Twitter.

We would like to make you aware that, as the provider of the website, we do not have any knowledge of the content of the transmitted data or its use by Twitter. Due to continuous updating of its privacy policy by Twitter, you can refer to the latest version at (<https://twitter.com/privacy>).

You can change your privacy settings on Twitter in your account settings at <https://twitter.com/account/settings>. If you have any questions, please contact privacy@twitter.com.

Disclosure of data

Your personal data will not be used or disclosed for purposes other than those described in this Privacy Policy. As far as it is necessary for you in terms of the recruitment and placement process, your personal data will be passed on to customers or third parties with your express consent. In order for us to provide you with the maximum level of support in recruitment and placement, there is also a possibility that your personal data will be transmitted to external providers that we bring on board to manage the processes required to offer these services, such as to IT service providers. These providers are contractually obliged to use personal data only for our purposes, not to disclose it, and to protect it appropriately.

Data storage and data security

We retain your personal data for as long as is permissible and necessary to accomplish the processing purposes such as rendering our services. We also retain personal data for as long as is necessary to comply with legal retention and documentation requirements or to protect legitimate business interests (e.g., for verification and documentation purposes). As soon as the storage of your personal data is no longer necessary, your personal data will be deleted or made anonymous.

We regularly take appropriate technical and organizational security measures to protect your personal data from loss, misuse, unauthorized access, destruction, or disclosure. We work together with our competent and certified IT partner within this framework.

Your rights

You can object to data processing at any time.

Within the framework of the applicable legal provisions, you have the right to access, correction, erasure, restriction of data processing, and objection to our data processing. You also have the right to revoke your consent without this affecting the legality of the data processing carried out before this revocation. If any of the items above applies, please contact us. You can also lodge a complaint with the relevant data protection authority.

Updating this Privacy Policy

We reserve the right to alter this Privacy Policy at any time. The version published on our website shall apply at any given time.

Reachability

If you have any questions about this Privacy Policy or if you would like to exercise any rights based on data privacy law, please send an email to info@firstchoice-consulting.ch.

In addition, you can reach us at the following address:

First Choice Consulting AG

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