KPT, PO Box, CH-3001 Bern
kpt.ch

Privacy Statement for Applicants

Contents

1 General **2**
1.1 Legal basis 2
2 Data controller and data protection officer **2**
2.1 Controller 2
2.2 Data protection officer 2
3 Data subjects: whose data do we process? **3**
4 Categories of personal data: what data do we process? **3**
5 Collection of personal data: where do we source your data? **4**
6 Purpose of the data processing: why do we process your personal data? **4**
7 Disclosure of personal data: with whom do we share personal data? **5**
8 Could your personal data also be sent abroad? **5**
9 What is profiling and automated decision-making? **6**
9.1 Profiling 6
9.2 Automated decision-making 6
10 Specific information **6**
10.1 Applications submitted to HR by post or e-mail 6
10.2 Online applications, applicant management system and job alerts 6
10.3 Job platforms and submission of applications via the applicant management system 7
10.4 Participation in applicant surveys 7
10.5 Social media and professional networking platforms 7
11 Protection of personal data **7**
12 Your rights **8**
13 Final provisions **8**

1 General

KPT Krankenkasse AG (hereinafter 'KPT', 'we', 'us' or 'our') processes various categories of personal data in the course of its business activities. Protecting your personal data is important to us. We therefore process personal data responsibly, with due care and in accordance with the applicable legal requirements.

This Privacy Statement explains how we collect, use, disclose, store and otherwise process your personal data during the recruitment and application process. For additional information about our broader data processing activities, please refer to our general Privacy Statement available at https://www.kpt.ch/en/about-us/data-protection. For the purposes of this Privacy Statement, 'personal data' (hereinafter also referred to as 'data') means any information relating to an identified or identifiable individual. 'Processing' means any operation performed on personal data, whether automated or manual. This includes, for example, the collection, storage, retention, usage, alteration, disclosure, archiving, erasure or destruction of data.

Please note that we review and update our privacy statements regularly to reflect changes in our business activities, technology and legal obligations.

This Privacy Statement uses gender-neutral language for improved readability. All terms and job descriptions apply equally to individuals of all genders.

1.1 Legal basis

We process personal data in accordance with applicable Swiss data protection legislation. KPT's data processing activities are subject to the Federal Act on Data Protection (FADP), the Ordinance on Data Protection (DPO) and, where applicable, the Ordinance on Data Protection Certification (DPCO). All processing of personal data is carried out on the basis of a valid legal justification. Depending on the circumstances, this may include a statutory obligation, the performance of a contract, your consent or KPT's legitimate private or public interests.

2 Data controller and data protection officer

2.1 Controller

The controller responsible for determining the purposes and means of processing personal data is:

KPT Krankenkasse AG
Wankdorfallee 3
CH-3014 Bern
Telephone: +41 (0)58 310 9111
(Monday to Friday 8 am to 5 pm)
E-mail: info@kpt.ch

2.2 Data protection officer

If you have any questions regarding data protection or wish to exercise your rights under applicable data protection legislation, please contact our data protection officer:

KPT Krankenkasse AG
Erika Zaugg
Data protection officer
Wankdorfallee 3
CH-3014 Bern

E-mail: datenschutz@kpt.ch
Telephone: +41 (0)58 310 9111

3 Data subjects: whose data do we process?

This Privacy Statement applies to all individuals whose personal data is processed in connection with KPT's recruitment and application process, whether the data has already been collected or will be collected in the future. This Privacy Statement applies in particular to the following categories of data subjects:

- Applicants for employment, apprenticeships, work experience placements or taster days
- Individuals applying for vacancies advertised on our website, job portals, social media channels or professional networking platforms
- Individuals referred to us by a regional employment centre (RAV)
- Individuals who engage with us at careers fairs, recruitment events or similar occasions
- Individuals who submit unsolicited applications
- Legal and authorised representatives of applicants
- Individuals who contact us through various communication channels with queries regarding vacancies or the application process
- Service providers, including suppliers, sales partners and other business associates, and/or their contact persons involved in a business relationship with KPT in a recruitment context
- Individuals who participate in our applicant experience or feedback surveys to improve the recruitment process
- Representatives of authorities, organisations or other institutions who interact with us in connection with the recruitment process
- Any other individuals whose personal data we process in connection with administration of the application process.

4 Categories of personal data: what data do we process?

The main categories of data we process are described below. Depending on the circumstances, additional categories of personal data may also be processed.

- **Master data:** Basic personal data, including title, first name and surname, date of birth, e-mail address, postal address, place of residence, language preferences and, where required for a particular position, criminal record extracts or information relating to debt enforcement proceedings.
- **Health data:** Special category personal data relating to your physical or mental health, including information about disabilities or impairments that you voluntarily provide in your application documents.
- **Qualification and employment-related data:** Information relating to your qualifications, experience and suitability for a role, including application information, other application documents, your curriculum vitae (CV), educational background, professional qualifications, training and development records, certificates and diplomas, employment references, interim employment certificates and salary expectations.
- **Contractual data:** Any information associated with the conclusion and/or execution of an employment contract.
- **Financial data:** Data processed in connection with payment processing or the payment of amounts due.
- **Contact data:** Personal data that KPT collects to communicate with you.
- **Communication data:** Data resulting from communications between you and KPT, e.g. when using different communication media during the recruitment process.

- **Behavioural data:** Data collected about how you use KPT's digital services.
- **Technical data:** Data arising from your use of KPT systems or digital services.

5 Collection of personal data: where do we source your data?

Most of the data is provided by you voluntarily; for example, when you apply for a position, submit an unsolicited application or otherwise communicate with us in connection with the recruitment process. In particular, you typically provide us with master data, health data, qualification-related data, contractual data, communication and financial data. Providing certain personal data is necessary to enable us to assess your application and conduct the recruitment process.

In some situations, we collect or generate personal data ourselves, either manually or automatically. This may occur, for example, when you use our services, websites, digital platforms or online forms. In these cases, we may collect behavioural and technical data in particular.

We may also collect personal data about you from third parties. For example, we may collect information from public registers, publicly accessible social media platforms or professional networking websites, regional employment centres (RAV), or other third parties (your legal representative or other authorised parties for example) who are involved in the recruitment process. In addition, we may receive personal data from service providers who support us in administering the recruitment process or providing related services (including online) on our behalf. In such cases, the data exchanged may include master data, qualification-related data, contractual data, behavioural data, communication data and financial data.

If you provide us with personal data relating to another individual, we assume that you are authorised to do so and that the information provided is accurate. Please ensure that the relevant individual has been informed about the disclosure of their personal data and has been made aware of this Privacy Statement.

6 Purpose of the data processing: why do we process your personal data?

We process your data to manage the recruitment and application process and carry out all related activities. The specific purposes for which we process personal data include, but are not limited to, the following:

- To assess your qualifications, experience, suitability and eligibility for a specific position, including evaluating information contained in your application documents and information obtained during interviews or other assessment activities
- To administer and manage the recruitment and selection process
- To communicate with you throughout the application process, including responding to enquiries, requesting additional information or documentation, and providing updates regarding your application
- To issue confirmations that you may require for the regional employment centre (RAV) or other parties
- To prepare statistical analyses and reports
- To support recruitment, personnel planning, workforce management and resource planning activities
- To monitor, evaluate and improve our recruitment processes
- To correspond and cooperate with third parties where necessary in connection with the application process, including authorities, social security institutions, insurers, support organisations or similar entities; for example, where you have a disability and receive support from a specialised organisation (such as the Swiss Federation for the Deaf), we may, with your knowledge and, where appropriate, communicate with that organisation in connection with your application
- To perform internal administrative, operational and technical functions

- To ensure the security, performance and integrity of our systems and applications, including test data management
- To comply with statutory archiving requirements
- To fulfil information, disclosure, notification and reporting obligations
- To establish, exercise, defend or enforce legal rights and claims
- To comply with our legal and regulatory obligations and to demonstrate compliance where required.

7 Disclosure of personal data: with whom do we share personal data?

Where necessary for the purposes described in **Section 6** of this Privacy Statement, or where we are legally permitted or required to do so, we may disclose personal data to third parties. The nature and extent of any disclosure depends on the position for which you have applied, the organisational level of the role and the specific recruitment process applicable to that position. For certain vacancies, external recruitment partners, such as headhunters or recruitment agencies, may support us in identifying and evaluating suitable candidates.

We may disclose personal data, in particular, to the following categories of recipients:

- Providers of recruiting and applicant management systems that support the administration and operation of the recruitment process.
- Recruitment agencies, headhunters and other personnel service providers that assist us in attracting, identifying and assessing candidates.
- Service providers that conduct assessments or comparable recruitment-related services on our behalf.
- Legal and authorised representatives of applicants
- Other service providers that support our business operations, including IT service providers, cloud service providers, hosting providers, postal and courier service providers, marketing and communication agencies, print service providers, event management providers, consultants, auditors, and legal advisors.
- Other business partners of KPT
- Referees and reference contacts whose details you have provided to us, provided that you have authorised us to contact them.
- Public authorities, social security institutions, private insurers, official bodies or courts, which may be located within Switzerland or abroad.
- Professional associations, industry organisations and other relevant bodies
- Other parties involved in administrative, regulatory, judicial or dispute resolution proceedings.

8 Could your personal data also be sent abroad?

As described in **Section 7** above, we may disclose personal data to third parties. As a general principle, personal data is processed and stored on servers located in Switzerland by our service providers and their subcontractors. In some cases, however, personal data may also be processed or stored within the European Economic Area (EEA). In certain circumstances, personal data may be transferred to recipients located in other countries worldwide.

If a third country does not provide an adequate level of data protection under Swiss law, data will only be transferred to this country if appropriate data protection contracts are in place (using standard EU contractual clauses, for example), the recipient is already subject to a legally recognised data transfer framework (e.g. within the scope of the Swiss-US Data Privacy Framework) or a statutory exemption can be invoked.

Such an exemption may apply, for example, in legal proceedings abroad, but also in cases of overriding public interests, if the execution of a contract requires such disclosure, if you have given your consent or if you have made the data generally accessible and have not objected to its processing.

9 What is profiling and automated decision-making?

9.1 Profiling

'Profiling' means any form of automated processing of personal data to evaluate certain personal aspects relating to an individual. We do not conduct profiling as part of the recruitment process to assess whether an applicant is suitable for a particular position.

9.2 Automated decision-making

An 'automated decision' is a decision made solely by automated means, without human involvement, that produces legal effects concerning you or similarly significantly affects you. We do not make such decisions during the recruitment process.

10 Specific information

10.1 Applications submitted to HR by post or e-mail

As a general rule, we only accept applications submitted electronically through our applicant management system. If you submit a paper application, we will nevertheless review it. If your application is unsuccessful, we will return your application documents by post together with our rejection letter. If your application progresses to the next stage of the recruitment process, we will digitise your application documents and upload them to our applicant management system. Any physical application documents will then be securely destroyed.

10.2 Online applications, applicant management system and job alerts

Regardless of the platform on which a vacancy is advertised, all applications must be submitted via our online application form. Before submitting your application, you must complete the relevant online application form. We use artificial intelligence (AI) solely to improve text recognition. The information submitted through the application form is transferred to our applicant management system. Before submitting your application, you must consent to the processing of your personal data by KPT by selecting the relevant confirmation box.

We use the applicant management software provided by Abacus as our applicant management system. The use of this software in combination with the multiposting tool provided by Prospective Media Services PMS AG enables us to advertise vacancies digitally, facilitate efficient collaboration between Human Resources and the relevant business departments, and manage recruitment-related information. The controller responsible for the applicant management system is Abacus Research AG, Abacus-Platz 1, 9300 Wittenbach, Switzerland. The privacy notice is available here: https://www.abacus.ch/en/data-protection. The controller responsible for the multiposting tool and application form is Prospective Media Services PMS AG, Seestrasse 513, 8038 Zurich, Switzerland. The privacy notice is available here: https://prospective.ch/datenschutzerklaerung/

Unsuccessful applications will be rejected, and the associated application documents will be deleted automatically after 180 days. The following information may be retained for a longer period for documentation purposes: title, first name and surname, e-mail address, postal address or place of residence, language, application date and rejection date. Successful applicants will be offered an employment contract and, upon commencement of employment, will be managed as employees. If we wish to retain your

application for consideration for future vacancies and/or for a longer retention period, we will request your explicit consent. You may withdraw this consent at any time with effect for the future.

You may also subscribe to job alerts via our website: https://www.kpt.ch/de/jobs-karriere/offene-stellen#job-abo-aktivieren. Job alert notifications are distributed by Prospective Media Services PMS AG, based in Zurich. Subscribers will receive notifications of current vacancies. You may unsubscribe, reactivate your subscription or amend your preferences at any time by selecting appropriate filter criteria. You will then only receive vacancy notifications that match your selected preferences.

10.3 Job platforms and submission of applications via the applicant management system

Depending on the nature of the position, we advertise vacancies on various job platforms, including www.jobs.ch.

Regardless of the platform on which you find a vacancy, your data is not uploaded to that platform. Instead, a link directs you to our online application form, and your application documents are collected and processed exclusively through our applicant management system. Further information about the applicant management system can be found in **Section 10.2.**

10.4 Participation in applicant surveys

To continuously improve our recruitment process, we conduct surveys of unsuccessful candidates and newly hired employees. Participation in these surveys is entirely voluntary and anonymous. Survey participants cannot be identified by KPT. For this purpose, we use the employer review platform Kununu, operated by Kununu GmbH, Arabellastrasse 23, 81925 Munich, Germany. Our employer profile is available at: https://www.kununu.com/ch/kpt-cpt1/bewerbung?x-lang=en_US Please refer to the privacy notice available at: https://www.kununu.com/ch/info/datenschutz?x-lang=en_US. Your survey responses may be published in anonymised form.

10.5 Social media and professional networking platforms

We maintain a presence on various social media and professional networking platforms. Through these platforms, we advertise vacancies, promote career opportunities and may proactively contact potential candidates based on information contained in their publicly available profiles. In this context, we may process the categories of personal data described in **Section 4**. We process this information for the purposes set out in **Section 6**, but primarily for the purpose of communication. Information about how personal data is processed by the relevant platform providers can be found in their respective privacy policies.

- **Facebook,** controller: Meta Platforms Ireland Limited Facebook Ireland Ltd., Dublin, Ireland; see the privacy policy at: https://www.facebook.com/privacy/policy/
- **Instagram,** controller: Meta Platforms Ireland Limited Facebook Ireland Ltd., Dublin, Ireland; see the privacy policy at: https://privacycenter.instagram.com/policy/
- **LinkedIn,** controller: LinkedIn Ireland Unlimited Company, Dublin, Ireland, see the privacy policy at: https://www.linkedin.com/legal/privacy-policy

11 Protection of personal data

We implement appropriate technical and organisational security measures and review them regularly to safeguard your personal data and minimise the risk of loss, accidental alteration, unauthorised disclosure or unauthorised access.

Technical security measures include, for example, access controls, regular data backups and activity logging. Organisational security measures include the implementation of internal policies and procedures,

confidentiality agreements, monitoring and review measures, and regular training for our employees. In addition, our employees are subject to contractual and statutory duties of confidentiality (for example, pursuant to Article 33 of the Federal Act on General Aspects of Social Security Law (GSSLA)). Our contractual partners and processors who have access to your personal data are likewise required to comply with applicable data protection laws and contractual data protection obligations. Our networks, as well as those of our service providers and business partners, are protected in accordance with current industry standards and state-of-the-art security practices. These security measures are reviewed and improved on an ongoing basis.

12 Your rights

Subject to the applicable legal requirements, you have the following rights in relation to the processing of your personal data:

- To obtain information about how your personal data is processed
- To request the correction of inaccurate or incomplete personal data
- To request that we cease processing your personal data in certain circumstances
- To request the provision of certain personal data in a commonly used electronic format or its transfer to another controller
- Where processing is based on your consent, to withdraw that consent at any time with effect for the future
- In the case of automated decision-making, to express your point of view and request that the decision be reviewed by a natural person.

If you wish to exercise any of these rights or have any questions regarding your rights, you may contact our data protection officer in writing (see **Section 2.2**). To protect your personal data, we may require proof of your identity before processing your request (for example, a copy of your passport or identity card).

We will comply with your request unless an exemption or restriction applies under applicable law.

Please note that, in certain circumstances, the rights described above may be restricted or excluded, for example where this is necessary to protect the rights and freedoms of others, safeguard legitimate interests or comply with legal obligations. This may be the case, in particular, where we are under a legal obligation to retain your personal data or where overriding legitimate interests justify its continued retention. In addition, for reasons of commercial confidentiality, the protection of third parties or other legitimate interests, we may not be able to disclose all documents in full. In such cases, documents may be provided with certain information redacted or only in extract form (see Article 26 FADP).

13 Final provisions

This Privacy Statement was last updated on 29 October 2026.

This Privacy Statement does not form part of any contract and may be amended by us at any time. The latest version published on our website applies. The publication of a revised version supersedes all previous versions. We therefore encourage all interested parties to review this Privacy Statement periodically to remain informed about any amendments or updates.