

Baker McKenzie Switzerland – Recruitment Data Privacy Notice

Baker McKenzie Switzerland AG (Holbeinstrasse 30, P.O. Box, 8034 Zurich, Switzerland) including its branch in Geneva (Esplanade de Pont-Rouge 2, 1212 Grand Lancy/Geneva, Switzerland)

(which shall be referred to as "**Baker McKenzie**", "**us**", "**we**" or the "**Firm**") has prepared this Recruitment Data Privacy Notice ("**Notice**") for applicants ("**you**") to explain how the Firm processes information about you in the context of your application ("**personal data**") and your rights in relation to that information.

The relevant controller is the Baker McKenzie entity to which you are applying for a position. This is normally the Firm.

The Firm needs to process your personal data in order to manage your application for employment and to comply with our statutory obligations in relation to your application. If we are not able to carry out the processing activities described in this Notice we may not be able to continue with your application.

We are an entity of Baker & McKenzie International, any references in this Notice to "Baker McKenzie International" include all member firms and entities of Baker & McKenzie International globally, currently: please check [Privacy & Cookies Statement | Baker McKenzie](#) and in particular the section "[Member Firm / Legal Entity Information](#)". Please check our website which is always updated if there is a change of location of an office.

Categories of candidate data

The categories of personal data which the Firm will collect about you during the recruitment process will include, but will not be limited to:

- **identification data**, such as your first and last name, photo (if voluntarily provided by you), proof of your right to work (if applicable);
- **contact details**, such as your home address, telephone number and email address;
- **education and work experience**, such as information about your educational background, your work experience and other experience/interests, previous employment details including current salary and benefits package and contact details for your current/former employer;
- **other application data**, such as the information included in your application form/CV/cover letter and details on any previous relationship with us;
- **information collected as part of the interview process**, such as notes taken from your interview and/or assessment day, information provided from recruitment agencies, psychometric online test results and video interview recordings (where applicable);
- **background check information**, such as information obtained through reference checks, confirmation about your work/educational background, and any other checks intended to verify the personal data which you have provided to us in respect of your application (subject to applicable law).

together "**Applicant Data**".

In addition, to the extent permitted by law; the Firm may also under certain circumstances collect, process and use special categories of personal data about you such as:

- **health data**, such as information on disability or health conditions,

together "**Sensitive Applicant Data**".

Typically, Sensitive Applicant Data is only processed in the event that we make you an offer of employment. At the interview stage, you will only be asked to inform us of any reasonable adjustments you require to be made.

Purposes for processing your personal data

The Firm will process your personal data for the following purposes ("**Processing Purposes**"):

Processing Purposes	Categories of Applicant Data
Administering and processing your application (including processing a job offer should you be successful). To determine your eligibility for the role you applied for.	Identification data, contact details, information about your qualifications, employment history, information collected during the interview process and information contained in your CV.
Conducting background checks as part of your application.	Identification data, contact details, information about your qualifications and employment history and any other background check information obtained through reference checks in order to verify the personal data which you have provided to us (subject to applicable law).
Complying with applicable laws and employment-related requirements and the administration of these requirements.	Identification data, contact details, background check information (subject to applicable law) and other application data.
Monitoring and ensuring compliance with applicable policies, procedures and laws.	Identification data, contact details, and background check information (subject to applicable law) and other application data.
Complying with corporate financial responsibilities.	Identification data, contact details and information about the role you have applied for, including its salary and benefits.
Communicating with you, the Firm's employees and third parties (such as recruitment agencies), including informing you of future opportunities with the Firm.	Identification data, contact details, information about your qualifications and employment history.
Responding to and complying with requests and legal demands from regulators or other authorities in or outside of your home country which involves the processing of identification data and contact details.	Identification data and contact details.

Processing Purposes	Categories of Sensitive Applicant Data
To accommodate any reasonable adjustments you may require and for compliance with legal obligations.	Data relating to health or disability.

Legal Bases for processing your personal data

The Firm relies on the following legal grounds for the collection, processing, and use of your personal data even though a specific legal ground would not be necessary under Swiss law in most circumstances:

Applicant Data and Sensitive Applicant Data

- Necessary for performing a contract with you as the data subject;
- Compliance with the Firm's legal obligations in the context of recruitment and on-boarding;
- Necessary for the legitimate interests of the Firm. The specific legitimate interest(s) pursued by us and any relevant third party will be balanced with your interest and fundamental rights and freedoms in relation to the protection of your personal data, which include:
 - Assessing your suitability for employment/engagement with the Firm;
 - Managing the Firm's business operations effectively; and
 - Statistical analysis to review and benchmark the Firm's practices.

Use of Artificial Intelligence

The Firm may use Artificial Intelligence ("AI") technology to support the processing of personal data for the purposes referred to in this Notice. All such AI technology is subject to robust prior screening to ensure that it meets applicable ethical, legal and contractual requirements including in respect of data privacy and information security. The Firm has adopted appropriate policies and training for its workforce governing responsible use of AI technology to ensure that personal data remains adequately protected. In particular, the use of AI to make decisions affecting individuals by solely automated means (including in a recruitment context) is strictly prohibited.

Categories of recipients

The Firm may disclose your personal data to third parties for the Processing Purposes as follows:

Within the Baker McKenzie offices: The Firm may disclose or otherwise allow other entities within Baker McKenzie International access to your personal data where necessary for the consideration and processing of your employment application (e.g. where the role you are applying for sits within one of the Firm's global business functions) or as necessary for the provision of general administration and business support services in connection with your application (e.g. technology, human resources, finance, legal compliance, etc.).

With regulators, authorities, and other third parties: In limited cases, personal data may be disclosed to third parties (e.g. regulators, courts or other competent authorities, external legal advisors, insurers, etc. internationally) where necessary in connection with legal proceedings or defending legal rights.

With External Service Providers internationally: Personal data may be shared with external service providers providing general administrative and business support services to the Firm and as necessary to facilitate the Processing Purposes. All service providers are subject to rigorous review from a data privacy and information security perspective as part of the vendor on-boarding process. The Firm adopts appropriate contractual and other measures in accordance with applicable laws to ensure personal data remains protected notwithstanding the use of external service providers.

International Data Transfers

The recipients above may be located outside Switzerland and the European Economic Area ("EEA") in a country which is not regarded by the Swiss Federal Council as providing an adequate level of protection for personal data. To address this, the Firm has adopted appropriate contractual measures

(incorporating the EU Standard Contractual Clauses) and other measures with external service providers and within Baker McKenzie International to ensure your data remains protected in accordance with applicable laws.

Retention period

The Firm will retain your personal data no longer than is necessary to achieve the purposes for which the information is collected. The Firm will hold your data for **2 years** unless there is a legitimate business reason or where applicable laws require us to hold it for a shorter/longer period.

Your rights

If you have declared your consent regarding certain types of processing activities, you can withdraw this at any time with future effect. Please note, such withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

You have a number of rights in relation to your personal data which include the following (subject to exceptions): the right to **access, rectification and erasure** of your personal data, the right to **restriction of processing** or to **object to our data processing**, in particular for direct marketing purposes, for profiling carried out for direct marketing purposes and for other legitimate interests in processing in addition to right to **receive certain personal data for transfer to another controller** (data portability). Please note, however, that we reserve the right to enforce statutory restrictions on our part, for example if we are obliged to retain or process certain data, have an overriding interest (insofar as we may invoke such interests) or need the data for asserting claims.

To exercise your rights please contact us using the details outlined in the "Questions" section below. You also have the right to lodge a complaint with the competent data protection supervisory authority or a civil claim with a civil court.

Questions

For questions concerning your application, please contact:

Name of Baker McKenzie entity	Contact e-mail
Baker McKenzie Switzerland AG	Switzerland.Recruiting@bakermckenzie.com

If you have concerns or questions regarding this Notice or if you would like to exercise your rights as a data subject, you can email:

Name of Baker McKenzie entity	Contact e-mail
Baker McKenzie Switzerland AG	Switzerland.Recruiting@bakermckenzie.com