

dsm-firmenich privacy notice for recruitment

Introduction

At dsm-firmenich, transparency is paramount. With this Privacy Notice for Recruitment we want to inform you how we use your personal data when you look for a job or apply for a position at dsm-firmenich. This Privacy Notice has been intentionally written in simple and clear language so that everyone can easily understand what data we collect, why, and how we use and protect it.

This Privacy Notice for Recruitment is in addition to our existing [Privacy Notice for Business Partners and Visitors](#), which gives you specific information on how we process personal data (and cookies) obtained from you when you navigate the dsm-firmenich website.

Please read it in full to understand our policy and your individual rights.

Updates and local legislation

This Privacy Notice for Recruitment may be modified from time to time to keep up with local and international laws and regulations. In case a conflict rises between this Privacy Notice and local legislation and/or standards, the latter will prevail.

What does this Privacy Notice for Recruitment cover?

This Privacy Notice applies to anyone looking and/or applying for a job at dsm-firmenich, including current dsm-firmenich employees who are exploring new career moves, and describes what data we collect, why this information is collected and processed, as well as how it is protected.

In this Privacy Notice, “dsm-firmenich”, “we”, “us”, “our”, “Group”, each refers to dsm-firmenich AG, a company established at Wurmisweg 576, 4303 Kaiseraugst, Switzerland, with trade register number CH-400.3.451.111-0 – as well as its group companies.

What do we mean by personal data?

When we talk about “personal data” we mean any information related to you as an individual. With this data, we could potentially identify you directly (e.g. your name) or indirectly by matching that information with other information we may already hold.

What data do we collect from you?

During your search for a new job at dsm-firmenich or after you have applied, we may gather personal data about you. This will include the following:

- Name and surname
- Salutation
- Email address
- Home address
- Language
- Postal code
- City or residence
- Phone number
- Gender
- Date of birth
- Passport details, visas, work permits
- CV and application letter
- Education and or employment certificates
- Job title and specialty
- Background checks (if applicable)
- Your motivation Letter
- Disability information (if applicable)
- Desired salary (if applicable)
- Bank account number and similar financial details
- Data from online and in-person assessments (e.g. personality tests, cognitive ability tests)
- Data provided to us by your referees (the people that you give us to contact)
- Manager/Cost Centre/ Department/ Skills/ Time in position and data added to your Eightfold profile (internally called MyCareer Marketplace (for dsm-firmenich employees))

We collect personal data from you or from external partners (e.g. LinkedIn, job boards and external recruiters) but only to the extent that is relevant to your professional life for the purpose of approaching you for a job offer or confirming information we received during the recruitment process.

Why do we use your data?

We use your personal data for one or more of the following purposes:

- To assess your application for a job and to communicate with you during the recruitment process;
- To inform you about the status of your application and possible future opportunities (unless you have told us that you do not want us to keep your personal information for such purposes);
- For general Human Resources administration and management (in case you are or become a dsm-firmenich employee);
- To verify employment reference(s) that you have provided, background checks and related assessments;
- To protect the health, safety, security and the integrity of dsm-firmenich and its visitors, (IT) facilities and assets, including occupational safety and health when you visit a site; and/or
- To comply with corporate and legal requirements (for example, to monitor diversity).
- To allow you to have and manage a personal profile on the “MyCareer Marketplace” platform, powered by our supplier Eightfold AI, which helps to match current employees or external candidates to dsm-firmenich job vacancies.
 - To know more about how Eightfold artificial intelligence works, please visit their dedicated page: <https://eightfold.ai/nyc-eightfold-matching%20model/>
- To allow you to volunteer for mentoring or receive suggestions on potential mentors or mentees for you (for dsm-firmenich employees).
- To give and receive colleagues’ endorsements on your skills (for dsm-firmenich employees).
- To allow you to participate in internal projects and/or recommend learning opportunities to acquire the skills necessary for your next career move (for dsm-firmenich employees).

What is the role of Eightfold (provider of “MyCareer Marketplace”)?

dsm-firmenich employees

If you are a dsm-firmenich employee, some key information will be transposed from our HR systems to Eightfold when you login into the MyCareer Marketplace platform (i.e. name, line manager, time in position, location). Please consider that references to “My Career Marketplace platform” or Eightfold platform refer to the same solution. Once you

log in to your profile, you can enrich it with “skills” and additional information on your career goals, projects and experience. The Eightfold system will analyze your data and offer you job recommendations based on your professional experience, the interests you mentioned in the platform, and also the career information of people like you or those who have performed in positions you may be interested in. By using Eightfold, we hope to reduce human prejudices and enhance equal opportunities.

Eightfold will provide recommendations to internal employees on suggested internal career moves by matching their skill experience to career opportunities. It also supports in identifying skill “gaps,” and meaningful ways to develop these skills (via mentoring, projects participation or learning resources). Depending on the number of skills you add onto your profile and, in general, on your engagement with the platform, the relevance of these recommendations changes and improves.

If you add skills in your description, you may be contacted in case a job opening matches your skills, interest and profile. The whole purpose of enriching your profile with more information, skills and interests makes it easier to find you in case of a matching vacancy. For your information, “endorsements” are only for internal purposes between employees, but do not count as “skills” in the algorithm. In this way we try to protect the algorithm from bias due to a richer or poorer interaction with other employees on the Eightfold platform.

External candidates

If you are an external candidate and you apply for a job posted on the career page of dsm-firmenich, your data is processed by Eightfold to allow you to directly upload job application information, including resumes and to connect with dsm-firmenich hiring managers. The data will also be analyzed, summarized, displayed and processed for your application to be processed in different stages of your recruitment process.

On what legal basis?

For the activities described above and for the recruitment, selection, evaluation and appointment of new employees and the management and administration of the recruitment and HR process, we have the following legal basis for processing our personal data:

- Our legitimate business interest;
- To enter into and manage a labor agreement with you;

- To comply with the law and legal obligations (for example to the extent the law requires the monitoring equality of opportunity and diversity); and/or
- With your free, specific and informed consent.

Who has access to your personal data?

Access within dsm-firmenich

Within dsm-firmenich, your personal data will be accessed only by those employees and third parties who really need to in order to perform their tasks and duties with a legitimate business need, and only to the extent necessary for the realization of said purposes. dsm-firmenich can also share it among its group companies, always on a “need-to-know” basis and only to execute the purposes listed above.

Access by other companies

We may share certain personal data also outside of dsm-firmenich and if we do, we will also put in place, when necessary, technical and organizational measures to ensure that your data is processed exclusively for said purposes and under confidentiality obligations.

Such third parties are, for example:

- IT services providers, such as security, hosting, data analysis, email delivery, customer relation management, identity management and other services;
- Relocation agencies and recruitment agencies;
- Consultants and background checking services;
- External suppliers, like Eightfold AI Inc., which supports dsm-firmenich with a digital platform for recruitment and talent acquisition management.

In case you access other websites from links you find on dsm-firmenich.com, please remember that the privacy and cookie notices of these companies are applicable, not ours. Please note that we do not sell your personal information to any third parties.

International transfers

dsm-firmenich protects your rights and only stores and transfers your personal data in countries with established appropriate safeguards (such as a recognized legal adequacy mechanism or using standard contractual clauses with third parties) and ensures that it is treated securely and in accordance with this Privacy Notice for Recruitment.

How long will we keep your data?

We will keep your personal data only for the time required to serve the purposes for which it was obtained (and/or to comply with legal requirements). Afterwards, your personal data will be removed, deleted or de-identified.

With your consent, dsm-firmenich will keep your data for a maximum of 1 year from your last interaction with our Eightfold recruitment platform to contact you in case of suitable job openings. You can update or revoke your consent by connecting to your account.

Please note that we may need to retain certain information for record-keeping purposes and that there may also be residual information that will remain within our databases and other records for legal requirements or otherwise, which will not be possible to remove.

How do we ensure safety of your data?

dsm-firmenich handles your personal data with the utmost care. We have taken various technical and organizational measures to protect your personal data against loss or alteration, unauthorized disclosure, or misuse. In this way, we secure our systems according to the applicable security controls from information security standards. Additionally, we make sure that these measures are in compliance with applicable data protection and data security laws.

What are your data protection rights? Can I delete my profile from Eightfold?

Your rights include the right to access, modify or delete your personal information (unless it is legally required to retain the information). If you wish to exercise any of these rights, please log in to your account on the dsm-firmenich career website or send an email to: dsm.privacy@dsm.com. When exercising your rights, the more specific you are, the better we can assist you with your request. Whether you are our employee or an external candidate, you can always choose to opt out from the Eightfold application

External candidates can opt out by just deleting their profiles in the dsm-firmenich “MyCareer Marketplace” or wait for automatic deletion, in case of inactivity for more than 12 months (and by non-responding to the reminder via email).

dsm-firmenich employees can raise a ticket in “MyDSM” to have their data removed from Eightfold. Please note that if you have your data removed from Eightfold you will not be able to logon to the system, since the system does not recognize you anymore. If you are concerned about the way dsm-firmenich handles your data, please contact us and we will investigate your query. Please also remember that you have the right to lodge a complaint against dsm-firmenich with a supervisory authority competent for your country or region.

California privacy rights

If you are a Californian Consumer, you have certain rights with respect to the collection, use, transfer, and processing of your “Personal Information”, as defined by the California Privacy Rights Act (CPRA). We reserve the right to limit these rights where permitted under applicable law, including where your identity cannot be reasonably verified or to the extent your rights adversely affect the rights and freedoms of others. To exercise any of your individual rights listed [here](#), please contact us via the contact information below. Only you, or a person registered with the California Secretary of State that you authorize to act on your behalf may make a verifiable consumer request related to your Personal Information.

Your Responsibilities

Please consider that you are responsible for the information you provide to dsm-firmenich. We trust that it is truthful, updated and not misleading in any way. If you provide information concerning any other person, such as your referees, you remain responsible for providing such information and ensuring your referee consents to dsm-firmenich collecting and processing that information as described in this Privacy Notice.

How do you contact us about this Privacy Notice for Recruitment?

If you have a question about dsm-firmenich’s use of your personal data or about this Privacy Notice, we invite you to send an email at dsm.privacy@dsm.com.

Residents of Germany: We have appointed a local data protection officer in Germany, as required by law. The German data protection officer can be contacted at: DSB-Firmenich@intersoft-consulting.com.