

Data Protection Information for candidates

With the following information, we would like to give you an overview of how we will process your Personal Data and of your rights according to data protection laws.

1. Who Is Responsible for Personal Data Processing and How Can I Contact Them?

The data controller (hereinafter “we”) means Credit Suisse Group AG, Paradeplatz 8, 8001 Zurich, Switzerland and its affiliates and/or subsidiaries, the addresses and contact details of which are available at <https://www.credit-suisse.com> (collectively “Credit Suisse”).

You can reach our Credit Suisse Group Data Protection Officer at:

Credit Suisse Services AG, London Branch
Credit Suisse Group Data Protection Officer
Five Canada Square
London
E14 5AQ
United Kingdom
E-mail: data.protection@credit-suisse.com

2. What Sources and Personal Data Do We Use?

We process Personal Data that we obtain **directly from you** in the context of the sourcing of candidates and/or recruitment process.

We also process –Personal Data that we obtain insofar as legally allowed or with your consent from **publicly accessible sources**, in particular:

- we may use external sources for candidates (e.g. when receiving personal data from headhunters or referrals in the course of recruitment process),
- in addition, in certain countries it is allowed to consult social media and professional networks,
- for the purpose of background screening¹ to confirm statements from a candidate’s CV (e.g. education, experience).

¹ Background Screening (BGS) comprises a number of checks relevant to the position being sought including, but not limited to, criminal history, financial integrity in some locations and for special positions, employment and educational qualifications (all checks will vary depending on local legislation). To reduce risk, employees are required to be screened prior to starting employment.

Personal Data

We process Personal Data that we collect directly from you in the course of recruitment and internal mobility, including student databases searches as well as names, telephone numbers, addresses, email addresses, passport ID's, identification numbers professional and employment and education history and any other CV data as well as candidate rating, information relating to your status or history as, or relationship with, a government official (if applicable), information relating to your relationship with a director, officer or senior employee of a Credit Suisse client (if applicable). If you participate in a video interview, we may process – in addition to the above, the related video recordings. In the course of on-boarding process, to the extent this is legally permissible, we may also collect background checks-related information² (including but not limited to references, criminal records checks, credit history/debt collection register information). We may also collect other information including but not limited to work authorisation and/or work permit, marital status, family details and household composition, photographs, tax information etc provided by you or which have otherwise been legally obtained.

3. What Do We Process Your Personal Data for (Purpose of Processing) and On What Legal Basis?

Credit Suisse processes Personal Data in the jurisdiction(s) where you send your Personal Data to in compliance with applicable national law, for talent pooling and recruitment and for the following purposes: to confirm references, verify educational background, employment history, compensation and any other information submitted by you, to source and hire candidates, support background checking or on-boarding process and satisfy any recruitment, management reporting, technical and administration requirements and ensure compliance with any procedures, laws and regulations which Credit Suisse is subject to. In addition as a financial institution, we are subject to **various legal obligations**, meaning statutory requirements and obligations (e.g., money laundering laws, securities trading laws, tax laws, criminal law) and banking supervision requirements (e.g. from the European Central Bank, the European Banking Authority, and local financial supervisory authorities). Purposes for which we need to process Personal Data in this context include, but are not limited to, identity checks, fraud and money laundering prevention, prevention of market abuse, fulfilling control and reporting obligations under applicable laws and regulations.

4. Who Receives My Personal Data?

Within Credit Suisse, your Personal Data is processed by authorized HR personnel, and any hiring managers, due to our international cross-border and cross-legal-entity management structure your Personal Data can also be accessed by managers that are based in locations other than the country in which your potential

² Please note that in certain jurisdictions (incl. Germany), such "**background checks**" will not be taken out prior to the signing of an explicit consent to that effect. To the extent that you are not requested by Credit Suisse to provide an additional, explicit consent to the collection or processing of any such information as part of the recruitment and on-boarding process / internal mobility process, you acknowledge that you have received and understood the terms of this data protection policy that will be relied upon by Credit Suisse for the collection and processing of such "background check" information.

employing legal entity is located. For efficiency purposes, Credit Suisse Group has centralized functions such as HR, IT, Operations, Compliance, Audit and other Corporate Functions. Such functions may access or otherwise process your Personal Data from abroad. Your Personal Data will be processed by third party providers that include but are not limited to background screening service providers, travel agencies and associated travel providers such as relevant hotels and transportation providers where travel or accommodation is arranged by us in relation to the recruitment process.

For the purposes described in paragraph 3, and for the purposes of obtaining feedback from you on the recruitment process and/or internal mobility process for future system improvement, your Personal Data may also be processed, in both electronic and physical form, by Credit Suisse and disclosed to other third party service providers, and in particular Taleo (UK) Limited (Oracle Software (Schweiz) GmbH, Täferstrasse 4, 5405 Baden Dättwil) and Avature USA, LLC based in the Netherlands (6-8 Standard Place, London EC2A 3BE), cut-e AG based in Switzerland and Germany (Großer Burstah 18-32, 20457 Hamburg), Convinus GmbH International Employment Solutions, Talstrasse 70, 8001 Zurich, Switzerland, Alexander Mann Solutions Ltd (7 Bishopsgate, London EC2N 3AQ), Allegis Global Solutions (9 Temasek Boulevard #21-1 Suntec Tower Two, 038989 Singapore) based in but not limited to the USA, UK, Poland, Singapore, Hong Kong, and the Philippines, Cluen Corporation (7 West 22nd Street, 5th Floor, New York, NY 10010 USA), Hogan Assessment Systems Inc (11 S. Greenwood, Tulsa, Oklahoma 74120, USA), and Metaberatung GmbH (Kirschstrasse 1, CH-2906 Saas Fee, Switzerland).

Credit Suisse uses video interview technology as part of its recruiting process in certain jurisdictions. For these purposes, your email address will be transferred to Credit Suisse's video interview platform service provider HireVue Inc, 10876 S. River Front Parkway, Suite 600, South Jordan, UT, USA 84905 and will also be stored or accessed by HireVue's service providers' Amazon Web Services, Inc., (410 Terry Avenue North, Seattle, WA, USA 98109-5210) (web hosting), SendGrid (929 Pearl Street Suite 200, Boulder CO, USA 80302) (system email server), and Certified Languages, Inc. (4724 Southwest Macadam Avenue, Portland OR, USA 97239) (live/phone translation services).

Credit Suisse uses online technical skill assessment tool as part of the recruiting process. For these purposes, your email address will be transferred to HackerEarth Technologies Pvt. Ltd.(Salapuria Business Centre, 4th B-cross 5th A Block Industrial Layout, Koramangala, Bangalore 560095 India), which provides online technical skill assessment tools and services to Credit Suisse AG in APAC region (India, Singapore and Hong Kong) and will also be stored or accessed in their HackerEarth Technologies server hosted in Bangalore, India.

Granting access to your Personal Data to a data recipient outside of Credit Suisse is always preceded by a diligent analysis of the legitimacy and security of data sharing.

In case Personal Data is shared with a recipient within Credit Suisse Group or a third party service provider, it is subject to proper technical and operational data security measures as well as the execution of required service agreements that include data protection and confidentiality provisions.

5. Will Personal Data Be Transferred to a Third Country or an International Organization?

Credit Suisse is a global company. Your Personal Data may be accessed, transferred or otherwise processed by Credit Suisse personnel or third party service providers in a country outside the jurisdiction where you apply or a position in particular, by personnel of Credit Suisse affiliates located in Switzerland, Poland, UK, Singapore, India and USA, the addresses of which are available at <https://www.credit-suisse.com>).

With respect to candidates applying to positions in the European Union (“EU”), please note that certain jurisdictions we transfer your Personal Data to may not necessarily offer an adequate level of data protection in comparison to the one established in the EU.

With respect to Personal Data transfers to Switzerland, we rely on the adequacy decision issued by the European Commission which has determined that Switzerland provides sufficient protections for EU data subjects’ rights. This means that Switzerland has been recognised as a country where data can flow to without the need for any additional legal safeguards.

Whenever Personal Data is shared cross-border, in particular – to locations not offering adequate level of data protection, we make sure that necessary contractual safeguards (data protection clauses and standard contractual clauses, as required by applicable law) are in place. Please let us know if you wish to obtain a copy of such contractual safeguards by using the contact details below.

6. Ability to obtain a copy of the safeguards

Please contact us if you would like to request further information about the safeguards applied to the transfer of your Personal Data.

7. For How Long Will My Personal Data Be Stored?

Credit Suisse and/or its agents will retain your Personal Data for a period of 24 months following your application or from any last recruitment activity from Credit Suisse with you. We may use your Personal Data to assess your suitability for a particular position or for purposes related to subsequent applications or vacancies, and contact you using the contact details that you have provided. In certain cases, special retention obligations may apply due to e.g. pending or foreseeable litigation, in which case Personal Data may be kept longer.

8. What Data Privacy Rights Do I Have?

If you (i) have any questions about the way that Credit Suisse collects and uses your personal information; (ii) do not want us to contact you; (iii) wish to make a complaint in relation to the use of your Personal Data; or (iv) wish to exercise your data subject's rights such as in particular the right of **access** (to provide you with a copy of and further details on the use we make of your Personal Data), the right to **rectification** (to update

any inaccuracies in the Personal Data we hold), the right to **erasure** (to delete any Personal Data we no longer have a lawful ground to use), the right to **restriction of processing** (subject to several conditions), the right to **object** (to object to any processing, including profiling which is based on Credit Suisse legitimate interests ground – please see below for further details), and the right to **data portability** (to provide you with a copy in a machine readable format of the Personal Data that you have provided to us), please inform us by sending an email to the Recruitment team at the following address: lateralrecruit.global@credit-suisse.com. You can also contact us by writing to the country specific contact address or email address set out in the policy for the country where you are applying for the position.

We will respond to your request/complaint within the timeframe specified in any applicable law, or otherwise within a reasonable time.

Furthermore, with respect to candidates applying to jobs in the EU, please note there is also a right to **lodge a complaint** with an appropriate data privacy regulatory authority or supervisory authority.

Candidates applying to Credit Suisse - Switzerland

If you are applying for a position in Switzerland, please note the following: You further agree, that if you are a past employee of Credit Suisse in Switzerland, your Personal Data as well as any other information about you held by Credit Suisse in Switzerland, including data/information in connection with disciplinary measures or misconduct warranting registration, will be shared and processed as described in this data protection policy and in the event of a successful application, for purposes in connection with the conduct of the new employment relationship within Credit Suisse, as well as with external appointees, in Switzerland and abroad, on a need-to-know basis.

Candidates applying to Credit Suisse - Australia

If you are applying for a position in Australia, or if you are a citizen of or domiciled in Australia and your Personal Data is collected or held in Australia, please note that the Australian Privacy and Credit Reporting Policy at <https://www.credit-suisse.com/au/en/legal/credit-suisse-australia-privacy-and-credit-reporting-policy.html> contains details of how you may access and correct your personal data and how you may make a complaint if you believe there has been a breach by us of your privacy.

9. Am I Obligated to Provide Data?

It is voluntary for you to provide personal information to Credit Suisse. However, if you do not provide all or part of the information requested by Credit Suisse, it may not be possible to proceed with any recruitment activity.

Credit Suisse reserves the right to withdraw any offer of employment in the event that any information provided is untrue, inaccurate or misleading.

10. To What Extent Is There Automated Decision-Making?

We generally do not use any fully automated decision-making. If we use this procedure in individual cases, we will inform you of this separately, as long as this is a legal requirement.

11. Will an Assessment of My Behavior ("Profiling") Take Place?

We process some of your data automatically, with the goal of assessing certain personal aspects (profiling) for instance in relation to fraud prevention

12. Acknowledgement of terms of policy

By submitting your Personal Data you acknowledge that you have **read and understood the terms of this data protection policy** and you agree that the information you submit will be true, accurate and not misleading.