

Privacy Policy for BELIMO's Job Portal

As of July 11, 2024

1.1 General Information

BELIMO is pleased about your visit to our career site and your interest in our company.

This privacy policy for the job portal describes the scope, purpose, and manner in which we process personal data when you apply to us. Protecting your privacy during the processing of personal data is an important concern for us, which we consider in our business processes. We comply with the applicable data protection regulations when processing personal data. Additionally, the General Privacy Policy and the Online Privacy Policy, which can be found at the following link, apply:

<https://www.belimo.com/privacy>

1.2 Collection and Processing of Personal Data

To process your application submitted through the job portal, we collect all personal data necessary to assess your suitability for the relevant position. This includes your first name, last name, gender, email address, phone number, country of residence, and your resume. Additional personal data (such as address, nationality, work permit, salary expectations, notice period, cover letter, references, diplomas, and other information you provide in your documents) will only be processed if you voluntarily provide it as part of your application. By submitting your data, you agree that we may process this data exclusively for the purpose of the application process.

You assure that your information is truthful, and you are aware that false information can lead to the termination of a potential employment relationship.

In the event of a successful application, your personal data will be stored in the employee file and further processed for the purpose of managing the employment relationship.

1.4 Use of Data in Case of Non-Hiring

If you have applied but we cannot offer you a suitable position at this time, or if you receive a rejection, we will delete or fully anonymize your data after 90 days so that no personal reference is possible. Even in the case of anonymization, all document attachments will be completely deleted. Anonymized data may be used for statistical purposes.

We may ask you if you consent to the storage of your data for future reevaluation and contact for later or other vacancies for a specific period. If you do not consent to the storage of your data or revoke your consent, your data will be deleted or anonymized.

1.5 Transfer of Personal Data

We carefully select our service providers and ensure contractually that our service providers process your data only as we would be allowed to do.

When applying online, your personal data will be transmitted directly to the server of SAP (Switzerland) AG, The Circle, 8058 Zurich, Switzerland, via an encrypted connection. Your personal data will be stored in Switzerland. However, it is possible that selected employees employed by a Belimo group company may access your data for processing your application. The locations of our group companies can be found [here](#).

If these countries do not provide adequate data protection, we have taken the necessary protective measures required by the GDPR or Swiss data protection law.

If you are invited to an online assessment, we will forward your first name, last name, and email address to SHL Group Limited, of The Pavilion, 1 Atwell Place, Thames Ditton, Surrey KT7 0NE, England. SHL needs this data to conduct the online assessment. Before the online assessment, you will be asked to agree to SHL's privacy policy.

1.6 Your Rights

You have the right to information and to the correction or deletion of your data, provided that there are no legal retention obligations or other legitimate interests of Belimo that oppose the request. You are entitled to revoke any consent you have given for data processing at any time. You can exercise your rights by contacting the address specified in section 1.8.

1.7 Technical and Organizational Measures

To protect your personal data, we take appropriate technical and organizational measures to protect your data against accidental or intentional manipulation, loss, destruction, or access by unauthorized persons. Our security measures are continuously improved in line with technological developments.

1.8 Contact Information

If you have any questions, you can contact the following addresses:

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