

ISL POLICY

DATA PRIVACY POLICY FOR JOB APPLICANTS

Effective 1 April 2024

Policy owner: Head of Human Resources

1. Preamble

Our internal policies and guidelines govern our activities and ensure our everyday work is conducted in a manner consistent with our values and legal requirements. In particular, this policy on data privacy sets a standard for privacy governance and accountability. The policy sets out how personal data should be handled, how long it should be retained, how we manage requests for data access, and how we will respond in the event of a data breach.

2. General data protection principles

The International School of Lausanne (“ISL” or “the School”) is committed to processing data in accordance with its responsibilities under Swiss Data Protection Law. This privacy policy outlines how we process personal data concerning applicants.

3. Responsibility

The responsibility for data processing, as detailed in this privacy policy, lies with ISL. For any questions relating to this privacy policy or general privacy law concerns, please do not hesitate to contact us:

Human Resources Team
International School of Lausanne
Chemin de la Grangette, 2
1052 Le Mont-sur-Lausanne

If you have any concerns regarding a data privacy issue linked to this policy, you can contact us using the following contact address: recruitment@isl.ch.

4. Data categories

We process data in connection with applications. By submitting your job application documents, you give your consent to processing your personal data and images included in the cover letter, curriculum vitae, reference letters or any other documents you provide us with. Your data will not be passed on to third parties without your prior consent.

As soon as you contact us, we might collect information such as:

- Personal details (e.g. first name, last name, nationality, date of birth)
- Address and contact details (e.g. home address, email address, phone number)
- Educational and professional background
- Salary information
- References from former employers or other contact person
- Data and images from your CV, reference letters or any other documents provided.

Your job application may not be considered without the required data. It is possible that we process information not directly provided by you, but rather obtained from third parties, publicly accessible sources, or job search websites such as Jobup.ch and SearchAssociates.

5. Processing purposes

By applying for a position with us, you consent to the collection and use of your personal data for recruitment purposes. This typically includes activities such as reviewing resumes, conducting interviews, and making hiring decisions.

We do not use automated data decisions (these are decisions affecting data subjects that are completely automated, i.e. without human influence). Should this exceptionally be the case, we would inform you separately.

6. Recipients or categories of recipients of the personal data

We understand the sensitivity of personal information and are committed to protecting your data in compliance with applicable data protection laws. Your information will only be shared with relevant individuals involved in the hiring process, and it will be securely stored.

We may share specific information with local, cantonal or Swiss federal authorities (e.g. qualification, criminal records, data needed for immigration purposes) to fulfil our legal obligations.

Furthermore, we reserve the right to disclose information to authorities or third parties (such as police forces, courts, tribunal) when legally mandatory, required for legal or regulatory proceedings, or related to our legitimate interests.

When contracting third parties which involves job applicants' data processing, we ensure they adhere to same stringent privacy standards as ISL. This commitment underscores our dedication to protecting your data and maintaining transparency in all processing activities. If you have any specific inquiries about data processing, please refer to the point of contact outlined in Section 3.

7. Transfer of personal data to third party states

Data is not transferred to countries outside the European Economic Area (so-called third countries).

8. Storage period for personal data

We keep your personal data in our systems for as long as necessary for our processing and to comply with our legal obligations. Should your job application be successful we will retain your personal data until the statutory retention period has expired.

9. Your data protection rights

As a job applicant, you are entitled to be informed about your personal data at any time, particularly regarding its recipients and the purpose of the data processing. Additionally, you have the right to rectification, objection and restriction of processing or deletion of incorrect or improperly processed data.

Where we are processing your data based on your consent, you have the right to withdraw that consent at any time. To exercise your rights to access, deletion, rectification, and/or objection, please reach out to the contact point specified in Section 3.

If you believe that our processing of your personal data breaches applicable data protection law or violates your statutory data protection rights, you may file a complaint with the competent supervisory authority, the Federal Data Protection and Information Commissioner.

Version 01/01/2024