

## APPLICANT PRIVACY NOTICE

In this notice, “**we**”, “**us**”, “**our**” and “**PIMCO**” means PIMCO (Schweiz) GmbH, being the entity that you are applying to for employment.

We are registered in Switzerland and our registered address is at Brandschenkestrasse 41, 8002 Zürich.

### About this privacy notice

For the purposes of data protection law, we are the controller of the data file with respect to your personal data. We are responsible for ensuring that we use your personal data in compliance with data protection law.

The privacy notice sets out the basis on which any personal data about you will be processed by us. We should be grateful if you would read the information set out below and confirm that you understand and agree to the terms before submitting your CV and/or application form.

### Personal data that we collect about you

We will collect and process the following personal data about you:

- **Information that you provide to us or one of our affiliates.** We will process information that you give us by submitting any applications. This information is likely to include:
  - your full name, date of birth, nationality, race / ethnicity, information relating to any disabilities, military service information, education and qualification details, marital status, gender identity and sexual orientation, home address and home telephone number, mobile telephone number, employment history, other application details, your resume / CV, work eligibility, results of online tests, assessments and interview information; and

- **Information we obtain from other sources.** This is likely to include information about you, such as:
  - details to assess your suitability to work with us, such as your past performance at work, your character, verification of the information that you provide to us as part of your application, and if legally permitted, any history concerning criminal convictions, from third party references that you provide to us, from your previous and/or current employers, opinions expressed by others about you and from third party background checking services or a previous employer or other referee.

### Uses of your personal data

Your personal data may be stored and processed by us in the following ways and for the following purposes:

- to consider your job application (including, in some cases, verifying your qualifications, education and references with those third parties you name);
- if your application is unsuccessful, subject to your approval, we will keep your information on record to notify you of relevant job vacancies with PIMCO that you may be interested in, in the future;
- compliance with any legal or regulatory obligation to which PIMCO is subject (including compliance with any request from regulatory authorities or other relevant public authorities);
- we will process personal data related to your use of our IT systems in order to comply with legal obligations;
- the prevention and detection of crime or fraud, subject to local law; and
- in order to carry out diversity monitoring and activities if required by law and / or permitted by law including to help us improve how we market our recruitment events and job roles.

We are entitled to use your personal data in these ways because:

- we need to in order to consider you for a position at PIMCO; or

- we have legal and regulatory obligations that we have to discharge; or
- it is necessary for our legitimate business interests such as ensuring that we have made appropriate checks on the qualifications, education and experience that applicants tell us they have; or
- we obtained your specific consent.

In addition to the above, we reserve the right to collate, process and disseminate any statistics based on an aggregation of data held by us provided that any individual is not identified from the resulting analysis and the collation, processing and dissemination of such information is permitted by law.

In certain circumstances, not providing the requested data to us may affect our ability to meet the above purposes.

### **What we will do with “particularly sensitive personal data”**

Certain forms of “particularly sensitive personal data” are subject to specific protection or restriction by law in certain territories, including Switzerland. For these purposes, “particularly sensitive personal data” is data relating to: religious, ideological, political or trade union-related views or activities; health, the intimate sphere or the racial origin; social security measures; administrative or criminal proceedings and sanctions. We will not process your sensitive personal data unless the following conditions are met:

- you have given explicit consent in writing to the processing of the data; or
- the processing is necessary for carrying out obligations and specific rights of PIMCO in the field of employment law, social security or social protection law (including obligations in relation to health and safety and disability discrimination, occupational health, sickness absence, maternity leave, family emergency leave, paternity leave, parental leave, the legality of personnel working in a particular jurisdiction, which will involve processing data in relation to nationality, work permits and visas, monitoring equality of racial or ethnic opportunity or treatment, in connection with benefits including life assurance benefit, permanent health insurance, private medical insurance or pension, disciplinary action and vetting (where necessary)); or
- the processing is necessary to protect the vital interests of you or another person where you are physically or legally incapable of giving consent; or

- the data in question has been made public by you; or
- the processing is necessary for the purpose of, or in connection with, any actual or prospective legal proceedings, for the purpose of obtaining legal advice or otherwise for the purposes of establishing, exercising or defending legal rights subject to applicable local legislation or where courts are acting in their judicial capacity; or
- the processing is necessary for reasons of substantial public interest on the basis of local law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; or
- the processing is necessary for archiving purposes in the public interest or scientific and historical research purposes or statistical purposes; or
- as otherwise permitted by law.

In each case we will meet any additional local legal requirements and enforce any applicable duties of confidentiality effectively, for example in relation to access to health records.

### **Disclosure of your information to third parties**

We may disclose your personal data to third parties in the circumstances below:

- your personal data may be transferred to any Allianz group entity, who may also use your personal data in connection with the purposes listed above; and
- we may also share your personal data with third parties outside of the Allianz group:
  - for the purposes of assessing your application and verifying the information you have provided;
  - to the extent required by law, for example if we are under a duty to disclose your personal data in order to comply with any legal obligation or to establish, exercise or defend our legal rights; or
  - to our service providers (for example, the providers of our electronic data storage services and applicant relationship management tool) for the purposes of providing

services to us. These third parties will be subject to confidentiality requirements and they will only use your personal data as described in this Statement.

### Transfers of personal data outside the European Economic Area or Switzerland

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“**EEA**”) or Switzerland. It may also be processed by individuals operating outside of the EEA or Switzerland who work for our affiliates (including PIMCO group companies) or for one of our suppliers.

Where we transfer your personal data outside the EEA or Switzerland, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA or Switzerland. This can be done in a number of ways, for example:

- the country that we send the data to might be approved by Switzerland as offering a sufficient level of protection;
- the recipient might have signed up to a contract based on “model contractual clauses” approved by the Swiss Federal Data Protection and Information Commissioner, obliging them to protect your personal data; or
- the recipient may be party to binding corporate rules (relevant to intra-group transfers only).

In other circumstances the law may permit us to otherwise transfer your personal data outside the EEA or Switzerland. In all cases, however, we will ensure that any transfer of your personal data is compliant with data protection law.

You can obtain more details about the protection given to your personal data when it is transferred outside the EEA or Switzerland (including a copy of the standard data protection clauses which we have entered into with recipients of your personal data) by contacting us in accordance with the “Contacting us” section below.

## How long we keep your personal data

How long we hold your personal data for will vary. We will retain your personal data on the basis of the following criteria, including:

- in case your application is successful:
  - as long as necessary in relation to your employment with PIMCO; and
  - after your employment has ended, as long as PIMCO is subject to respective legal obligations – laws or regulation may set a minimum period for which we have to store your personal data; and
- where we do not establish an employment relationship, only as far as PIMCO is subject to respective legal obligations – laws or regulation may set a minimum and maximum period for which we have to store your personal data.

## Your rights

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- where you have actively provided your consent for us to process your personal data, the right to withdraw your consent at any time. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so;
- in some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit those data to a third party where this is technically feasible. Please note that this right only applies to personal data which you have provided to us;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;

- the right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data but we are legally entitled to retain it;
- the right to request that we restrict our processing of your personal data in certain circumstances. Again, there may be circumstances where you ask us to restrict our processing of your personal data but we are legally entitled to not follow that request; and
- the right to lodge a complaint with the data protection regulator (details of which are provided below) if you think that any of your rights have been infringed by us.

You can exercise your rights by contacting us using the details set out in the “Contacting us” section below.

## Contacting us

If you would like further information on the collection, use, disclosure, transfer or processing of your personal data or the exercise of any of the rights listed above, please submit questions, comments and requests by email to [EMEA\\_Privacy@pimco.com](mailto:EMEA_Privacy@pimco.com).

You can find out more information about your rights by contacting the data protection regulator in your jurisdiction, the Federal Data Protection and Information Commissioner's Office, or by searching their website at <https://www.edoeb.admin.ch/edoeb/en/home.html>.