

# CANDIDATE PRIVACY NOTICE – SOUTH AFRICA

To run our business, UBS collects and uses information about living individuals (“**Personal Information**”), including information about our current, former and prospective candidates for employment with UBS (“**you**”).

UBS takes your privacy seriously. This Candidate Privacy Notice (“**Notice**”) contains information on what Personal Information the UBS employing entity (“**UBS**”, “**we**”, “**our**”, or “**us**”, see relevant UBS entities in section 10) and other companies of the group to which we belong (the “**UBS Group**”) collect(s), what they do with that information, and what rights you have.

As part of our commitment to protect your Personal Information we want to inform you in a transparent manner:

- why and how UBS collects, uses and stores your Personal Information;
- the lawful basis for the use of your Personal Information; and
- what your rights are in relation to such processing and how you can exercise them.

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## 1. What does this Notice cover?

This Notice applies to any and all forms of use of your Personal Information (“**processing**”) by us in South Africa if you are a current, former or prospective candidate of any of the UBS employing entities listed in section 10.

## 2. What type of Personal Information do we collect?

For prospective, current and former candidates, we collect basic identification information, such as your name, title, position, professional history, experience and contact details.

If you actively apply for a role with UBS, we will usually also collect:

- Personal details and identification information (e.g., date of birth, nationality, picture, gender, ID card, passport numbers and other national ID numbers as required, immigration status);
- Physical and electronic address details (e.g., private telephone number, private email and/or postal address and business telephone number);
- Education and employment information (e.g., remuneration at your current employer, employment dates with your current employer, interview performance evaluation and scores in any online testing, position information such as position title, and language skills);
- Information submitted as part of your application (e.g., recordings of any video interviews in which you participate, and anything you choose to submit by choice in support of your application);
- Electronic and physical communication information, including but not limited to in- and outbound emails including attachments, phone conversations, chat or other instant messaging, faxes (digital) and other communication data (e.g., phone meta data);



- Where relevant, behavioural information and information about personality traits such as data collected to assess a candidate's suitability.

Information you submit as part of your application must be true, accurate, complete and not misleading. Any false or misleading statements or omissions made by you during the application process, including your application and any assessments and interviews, may be sufficient cause to justify the rejection of your application or, if you have already become an employee, the immediate termination of your employment, subject to due process.

If you provide information about your family or any other third party to us as part of your application (e.g., emergency contacts or referees for the purposes listed in Section 3.1 b) and c) below) then, before providing us with such information, you must obtain their informed consent to disclose their Personal Information to us and provide them with a copy of this Notice.

If you accept a role with UBS, then in order to conduct any necessary background checks and create your record in the UBS Group employee database, we will usually also collect:

- Family information (e.g., marital status, and details of any family or personal relationships within UBS); and
- Financial information (e.g., summary credit history, bank account details, tax-related information, and information required to undertake required checks for money laundering, criminal activities, corruption, terrorist financing and related matters).

In some cases, the Personal Information that we process will also include special Personal Information (such as diversity-related information including data about racial and ethnic origin, religious beliefs and other beliefs of a similar nature) and data about alleged or proven criminal convictions and offences, in each case where permitted by applicable law.

In some cases, the Personal Information we collect from you is needed to meet our legal or regulatory obligations. If so, we will indicate to you that the provision of this information is mandatory, and the consequences if we cannot collect this information.

The above-mentioned Personal Information are collected from information that you directly provide (through the completion and submission of online application forms and profiles, through resumes or curriculum vitae, or through interviews or other communications). In some cases, UBS will also collect Personal Information indirectly from third parties, such as recruitment agencies that you used to apply to UBS, background check providers such as HireRight and other administration services providers (for instance who provide candidate shortlisting services), or from publicly available sources such as business- and employment-orientated social networking services and job boards.

### **3. For which purposes do we process your Personal Information and what legal basis do we rely on?**

#### **3.1 Purposes of processing**

We always process your Personal Information for a specific purpose and only process the Personal Information which is relevant to achieve that purpose. In particular, we process Personal Information of candidates, within applicable legal limitations, for the purposes of:

- a) Recruiting and application handling. For example, to:
  - undertake recruitment activities, such as determining the suitability of a candidate's qualifications, maintaining information on the status of your application;
  - assist us in managing external providers (e.g., recruitment agencies – see below for further information about when we work with third parties);
  - prepare for and enter into a contractual employment relationship such as offer approvals.



- b) Staff Administration. For example, to:
- manage our HR records and update the UBS Group employee database (e.g., keeping your application data on file);
  - communicate with you about any actual or potential job vacancy.
- c) Onboarding. For example, to:
- set up internal profiles, collecting information required to complete the employee onboarding process. For background checks see d) below);
  - assist us in managing external providers involved in the onboarding process (e.g., insurance companies, pension funds).
- d) Compliance & Risk Management and / or Crime Prevention. For example, to:
- carry out background checks as part of the Employee onboarding process, including checking for any existing or potential conflicts of interest or any other restrictions which may otherwise restrict or prevent a candidate's employment with UBS as well as to prevent crime, including fraud or criminal activity, misuses of our products or services as well as the security of our IT systems, architecture and networks and security of UBS premises;
  - receive and handle complaints, requests or reports made to a compliance function, HR function, or other designated units within UBS or the UBS Group;
  - reply to any actual or potential proceedings, requests or the inquiries of a public or judicial authority (e.g., if UBS is under a duty to disclose Personal Information to comply with any legal or regulatory obligation);
  - comply with any legal or regulatory obligations imposed on UBS in relation to its recruitment practices such as governmental reporting requirements.
- e) Other purposes:
- to provide information to other UBS Group entities or third parties to benefit from cost-effective services, efficient solutions and subject-matter expertise (e.g., we may opt to use certain IT platforms offered by suppliers. We may also share Personal Information with another UBS entity so that a team with the appropriate subject-matter expertise can provide advice or support);
  - to provide information to third parties to enable a transfer, merger or disposal to a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer, merger or disposal of part or all of UBS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;
  - to exercise our duties and/or rights vis-à-vis you or third parties (e.g., if UBS needs to obtain legal advice or provide Personal Information in connection with judicial proceedings);
  - to collect data to ensure the security of buildings, as well as property and information located or stored on the premises, and to prevent unauthorized physical access to secure premises (e.g., maintaining building access logs and CCTV system images);
  - to create custom and lookalike audiences on various social media platforms allowing to display targeted job advertisements.

## 3.2 Basis for the processing of Personal Information

Depending on the purpose of the processing activity (see Section 3.1), the legal basis for the processing of your Personal Information will be one of the following:

- necessary to carry out actions for the conclusion or performance of a contract to which you are a party, such as preparing a contract of employment for you following a decision to make you an offer of employment;



- necessary to comply with our legal or regulatory obligations, such as processing Personal Information in the context of performing background and vetting checks for the purposes described in section 3.1 e), as required by the Employment Equity Act 55 of 1998, the South African National Credit Act 34 of 2005 and the South Africa Amendment Act 1 of 2017 and other regulations.
- necessary to protect a legitimate interest of the data subject, such as providing disability access to UBS premises for interviews where applicable;
- necessary for pursuing the legitimate interests of UBS, to the extent such Personal Information is necessary for the intended purpose (see below); or
- we have obtained prior consent (such as when we apply automated decision making to evaluate whether to reject or proceed with your application or when we process special Personal Information).

Examples of the “legitimate interests” of UBS referred to above are:

- to benefit from cost-effective services, efficient solutions and subject-matter expertise (e.g., we may opt to use certain IT platforms offered by suppliers. We may also share Personal Information with another UBS entity so that a team with the appropriate subject-matter expertise can provide advice or support);
- to determine whether a candidate or potential candidate’s skills, qualities and experience are suitable for a role within UBS, and determine whether or not to either (i) make an offer of employment with UBS; or (ii) approach a candidate with a view to making an offer of employment with UBS, on this basis;
- at the appropriate stage in the recruitment process (i.e., as part of making an offer of employment to you), to verify the accuracy of information you have provided to us as part of your application, including through background screening;
- to prevent fraud or criminal activity, misuses of our products or services as well as the security of our IT systems, architecture and networks and security of UBS premises;
- to create custom and lookalike audiences on various social media platforms allowing to display targeted job advertisements.

To the extent that we process any special personal information relating to you, we will do so because:

- the processing is necessary to carry out our obligations under employment, social security or social protection law or, limited to health data, for the reintegration of or support for workers or persons entitled to benefit in connection with sickness or work incapacity;
- the processing is necessary for the establishment, exercise or defence of a right or obligation in law; or
- you have given your consent to us to process that information (where legally permissible).

You are under no obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

#### **4. How do we protect Personal Information?**

All UBS employees accessing Personal Information must comply with the internal rules and processes in relation to the processing of your Personal Information to protect them and ensure their confidentiality.

UBS and the UBS Group have also implemented adequate technical and organisational measures to protect Personal Information against unauthorised, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing.

#### **5. Who has access to Personal Information and with whom are they shared?**

##### **5.1 Within UBS and the UBS Group**

We make available Personal Information to members of our personnel and within the UBS Group for the purposes indicated in section 3.1. Other companies of the UBS Group may process your Personal Information on behalf and upon request of UBS.



## 5.2 Outside UBS and the UBS Group

For the purposes listed in section 3.1 above, and to the extent permitted under applicable law, we may also transfer Personal Information to third parties outside UBS and the UBS Group, such as:

- a) third party service providers, who are contractually bound to confidentiality, such as our IT system or hosting providers, cloud service providers, social media platforms, database providers, consultants (including the recruitment agency whom you used to apply to UBS, if applicable, and lawyers) and third parties who carry out pre-employment checks on prospective employees (such as HireRight);
- b) a potential buyer, transferee, merger partner or seller and their advisers in connection with an actual or potential transfer or merger of part or all of UBS's business or assets, or any associated rights or interests, or to acquire a business or enter into a merger with it;
- c) authorities, e.g., regulators, enforcement or exchange body or courts or party to proceedings where we are required to disclose information by applicable law or regulation or at their request, or to safeguard our legitimate interests;
- d) the referees provided on your application form to UBS;
- e) any central or local government department and other statutory or public bodies; and
- f) any legitimate recipient of communications required by laws or regulations.

Where UBS or the UBS Group transfer your data to third party service providers processing data on UBS behalf, we take steps to ensure they meet our data security standards, so that your Personal Information remains secure. Third party service providers are thereby mandated to comply with a list of technical and organisational security measures, irrespective of their location, including measures relating to: (i) information security management; (ii) information security risk assessment and (iii) information security measures (e.g., physical controls; logical access controls; malware and hacking protection; data encryption measures; backup and recovery management measures).

## 5.3 Data Transfers to other countries

The Personal Information transferred within or outside UBS and the UBS Group as set out in sections 5.1 and 5.2, is in some cases also processed in other countries. We only transfer your Personal Information abroad to countries which are considered to provide an adequate level of data protection, or in the absence of such legislation that guarantees adequate protection, based on appropriate safeguards (e.g., standard contractual clauses adopted by the European Commission to the extent recognized by the competent Data Protection Authority or another statutory exemption) provided by local applicable law.

A list of the countries in which UBS and the UBS Group operate can be found at <https://www.ubs.com/global/en/our-firm/locations.html>

## 6. How long do we store your Personal Information?

We will only retain records of Personal Information for as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal, regulatory or internal policy requirements, whichever is longer. In general, although there may be exceptions, data relating to unsuccessful candidates for roles within UBS is kept for 36 months after the date on which we notify you that your most recent application has been unsuccessful; data relating to potential candidates for roles within UBS is kept for 36 months from the date of our last recorded communication with you. Any maximum storage term set forth by applicable local law will prevail.

Data relating to successful candidates is dealt with by the employee privacy notice that will be provided to you upon joining UBS. If your application is successful, your application will be retained as part of your personnel record.

However, if you wish to have your Personal Information removed from our databases, you can make a request as described in section 7 below, which we will review as set out therein.



## 7. What are your rights and how can you exercise them?

### 7.1 Your rights

You have a right to access and to obtain information regarding your Personal Information that we process. If you believe that any information we hold about you is incorrect or incomplete, you may also request the correction of your Personal Information.

You also have the right to:

- object to the processing of your Personal Information;
- request the erasure of your Personal Information;
- request restriction on the processing of your Personal Information; and/or
- withdraw your consent where UBS obtained your consent to process Personal Information (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal).

UBS will honour such requests, withdrawal or objection as required under applicable data protection rules but these rights are not absolute: they do not always apply and exemptions may be engaged. We will usually, in response to a request, ask you to verify your identity and/or provide information that helps us to better understand your request. If we do not comply with your request, we will explain why.

In certain circumstances UBS may process your Personal Information through automated decision-making. Where this takes place, you will be informed of such automated decision-making that uses your Personal Information and be given information on criteria and procedures applied. You can request an explanation about automated decision making carried out and that a natural person reviews the related decision where such a decision is exclusively based on such processing.

### 7.2 Exercising your rights

To exercise the above rights, please send an email to [sh-hr-data-requests-snow@ubs.com](mailto:sh-hr-data-requests-snow@ubs.com).

If you are not satisfied with how UBS processes your Personal Information, please let us know and we will investigate your concern. Please raise any concerns by contacting the UBS Group Data Protection Office at [dpo-mena@ubs.com](mailto:dpo-mena@ubs.com).

If you are not satisfied with UBS's response, you have the right to make a complaint to the Data Protection Authority. The contact details of the Data Protection Authority can be found at the following website: <https://www.justice.gov.za/inforeg/contact.html>.

## 8. Changes to your Personal Information

We are committed to keeping your Personal Information accurate and up to date. Therefore, if your Personal Information changes, please inform us of the change as soon as possible.

## 9. Updates to this Notice

This Notice was updated in July 2021. Any amendment or update to this Notice we will make available to you [here](#). Please visit the UBS website frequently to understand the current Notice, as the terms of this Notice are closely related to you.

## 10. List of UBS employing entities covered by this Notice

Entity Name	
UBS South Africa (Proprietary) Limited	144 Oxford road, 8 <sup>th</sup> floor South Wing, Melrose, Gauteng, 2196, South Africa

If you have any questions or comments about this Notice, please contact the Group Data Protection Office at [dpo-mena@ubs.com](mailto:dpo-mena@ubs.com).