

As of
1. September 2025

Prepared by
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Privacy Policy for Job Applicants

1 General Provisions

1.1 Scope

Protecting your personal data is very important to us. This privacy policy informs you about how we handle your data in the context of the application and recruitment process.

1.2 Responsible Party

Jenny Science AG
Sandblatte 11
6026 Rain, Schweiz
E-Mail: jobs@jennyscience.ch
Tel: +41 (0)41 255 25 25

2 Data Collected

As part of your application, we process your personal data such as name, address, phone number, and email. In addition, processed information includes your application documents, such as your CV, cover letter, certificates, diplomas, and references. Furthermore, notes from interviews and evaluations may also be considered, as well as other information you voluntarily provide to us.

3 Purpose of Data Processing

Your data is processed exclusively for the purpose of carrying out the application process. This includes reviewing your application and qualifications, conducting interviews, communicating with you, and making decisions in the recruitment process.

4 Recipients of the Data

Your data will only be shared within Jenny Science with individuals involved in the application process (HR, responsible managers, executive management). Data will not be passed on to third parties without your consent, unless required by law.

5 Data Retention

We process your data only as long as necessary for our legitimate interests or to fulfill our contractual and legal obligations. In the case of employment, your data will be transferred to your personnel file. Otherwise, for applications not considered, data is generally deleted after 6 months, or after 12 months, or upon withdrawal, or anonymized. Please note that certain data must be retained by law for a specified period. We use such data solely to comply with legal requirements.

6 Your Rights

You have the right at any time to request information about the data we store about you, to have incorrect or incomplete information corrected, and to request the deletion of your data, provided there are no statutory retention obligations. You can also revoke any consent you have given at any time with effect for the future. To exercise these rights, you may contact us at any time at jobs@jennyscience.ch

7 Data Security

We implement appropriate technical and organizational measures to protect your data against loss, misuse, unauthorized access, or disclosure.

8 Currency of this Policy

This privacy policy may be updated as necessary. The current version is always available on our website or will be provided to you during the application process.