

Privacy policy for personnel recruitment

1. General information

The European Academy of Allergy and Clinical Immunology (EAACI) collects and processes personal data as part of the recruitment process in compliance with the applicable data protection regulations in Switzerland. This declaration describes - in addition to the applicable version of the data protection declaration of EAACI - how and for what purpose your data is collected, recorded and used.

This privacy policy of EAACI is available at the following link: [EAACI - Privacy Notice](#)

2. Who is responsible for data processing?

EAACI
Hagenholzstrasse 111
3rd Floor
8050 Zurich
Switzerland

3. Legal basis

Your data will be processed to the extent necessary, in particular to carry out the pre-contractual measures requested by you. If you have consented to us retaining your data in our candidate pool, this processing is carried out in accordance with your express consent. You can revoke this consent at any time with effect for the future.

4. What data do we process and where does this data come from?

Relevant personal data includes

- Identification data (e.g. name, date of birth, marital status, AHV number, etc.)
- Training and employment information (e.g. CV, salary...)
- Financial information (payment details, tax information)
- Privacy (e.g. marital status...)

and other data comparable with the above-mentioned categories.

We do not require you to provide particularly sensitive personal data such as gender, religion, sexual orientation or political views during the application process. However, the documents you provide us with, in particular your CV, may contain particularly sensitive data. We have no influence over this. Therefore, if you provide particularly sensitive data in your documents, you do so on your own initiative and consent to the processing of these special categories of personal data by us within the scope of this privacy policy.

This personal data originates either

- Direct: We receive personal data directly from the data subject in various ways (e.g. business cards, submitted application documents, participation in an assessment, etc.).

- Indirectly: We receive personal data indirectly from third parties in various ways (e.g. personnel service providers, reference information, etc.).

5. For what purposes is the data processed?

EAACI processes the personal data listed above primarily for the following purposes:

- For the initiation of employment relationships (application process)
- Management of your application(s) for one or more positions
- Implementation of personnel and work processes
- Assessment of your employability (e.g. carrying out background checks)
- Sending email notifications and other announcements, requesting additional information or otherwise contacting you about your application
- Carrying out statistical analyses and reports, e.g. on recruitment activities

6. To whom is the data disclosed?

EAACI does not pass on your data to third parties without your consent.

7. How long will the data be stored?

If the personal data is not required for the fulfilment of contractual or legal obligations, it will be deleted after 6 months at the latest. However, if you have consented to us including your personal data in our candidate pool, we will store your personal data for up to two years after completion of the recruitment process. Documents that we have received by post will be returned to the applicant no later than six months after receipt.

By submitting your application, you agree that EAACI may retain your data for a maximum of 2 years after receipt of your application and may contact you to provide you with suitable job offers and information with job-relevant content. You have the right to withdraw your consent at any time. The data will then be deleted after 5 months.

Zurich, 21.11.2025