

# Applicant Privacy Notice

## Who does what with my data?

Hilti Fieldwire Inc., (“Fieldwire”) is a part of Hilti Group and in the context of your application is the data controller as it manages the hiring process for positions in Hilti Construction Software Business Unit worldwide, notably through this platform.

Fieldwire will process your personal data for the following purposes:

1. To conduct and manage our hiring process overall (recording, sorting applications and supporting documents), to evaluate your application and assess your suitability for the position (including measuring your professional aptitudes & skills), and to contact you to carry out the various steps of our hiring process (like real-time video, recorded-video, phone or in-person interviews, etc.).
  - This process is based on the necessity to perform certain steps prior to potentially entering into a contract with you. Please note that you can withdraw your application at any time by informing the recruiting team via [recruiting@fieldwire.com](mailto:recruiting@fieldwire.com).
2. To match you with other positions available in Hilti Construction Software Business Unit worldwide, for which your application could be a good fit, either because the other position is similar to the one you applied for or because your application is deemed relevant & adequate for that other position.
  - This process is based on Fieldwire’s legitimate interest to fill open positions and provide career opportunities to eligible candidates.
3. To ask, where relevant, for the documents required for the establishment of an employment contract.
  - This process is based on the necessity to perform certain steps prior to potentially entering into a contract with you.

## How long is my data processed for?

You can always withdraw your application by informing the recruiting team via [recruiting@fieldwire.com](mailto:recruiting@fieldwire.com). As a rule, Fieldwire will keep your data for twelve (12) months from the end of the process for your individual applications, including your withdrawal of such application).

## What data is processed by Fieldwire and from where did Fieldwire get it?

For Fieldwire’ hiring process purposes (as described above), Fieldwire will process (if available) data related to:

- your identity (e.g., your full name, salutation, and photo if provided),
- your contact information (such as your email address and phone number),
- your work experience, education, career preferences and application history with Fieldwire (such as described in your CV, cover letter or other documents, or during interviews),
- your personal preferences (such as language),
- administrative data (e.g., whether you have a driving license or are authorized to work in the country you are interested in).
- any other relevant information you would provide as part of the hiring process.

Any data that must be provided in order to process your application is indicated on the form. Failure to provide such data may result in Fieldwire’ inability to process your application.

Your data could have been provided to Fieldwire by the following sources:

1. You provided the above-mentioned data to Fieldwire in the context of applying to a position at Fieldwire; or
2. Your data was provided by a recruiting agency that applied on your behalf; in such case it will be the recruiting agency's obligation to inform you of this processing.

### Is my data shared outside of Fieldwire?

Fieldwire is a part of Hilti Group, your data may be shared to other legal entities within Hilti Group. Your data will not be shared or disclosed outside of Hilti Group. Only employees from the Human Resources function have access to this platform. In addition, some of your data may be shared internally on an individual basis with the employees involved in the application review for this position.

However, please note that Hilti Group is a global group and as such the persons involved in the position's hiring process may be in other countries (including outside the EU/EEA) and belong to different affiliates of the Hilti Group. Also, should we match your application with any suitable positions in other countries (including outside the EU/EEA), we would share your data with the relevant employees.

Lastly, our employees or external third-party service providers involved in the management & maintenance of the underlying platforms may process your personal data in certain circumstances. Fieldwire ensures that appropriate legal, technical and organizational security measures are in place to ensure that the processing occurs solely as necessary to perform specific tasks on our behalf and under our instructions. Our providers infrastructures may be located in a different country than yours.

These transfers are covered, as applicable, by either adequacy decisions, standard contractual clauses, or [Hilti's Binding Corporate Rules](#) (where a list of all Hilti entities is annexed).

### What are my rights?

Should you wish to exercise your rights on your data (namely: access, rectification, erasure, restriction, portability, or objection), you can do so by contacting Fieldwire' Data Protection Office at [privacy@fieldwire.com](mailto:privacy@fieldwire.com).

If you are encountering a problem, we strongly encourage you to first contact Fieldwire' Data Protection Office. However, you also have the right to lodge a complaint with a supervisory authority.