



Data Protection Policy

Basic Principles

The protection of identity, privacy and basic rights of our customers and candidates is an important issue to us. In association with the unit leaders, the management ensures that all data protection and information security requirements are completely fulfilled and continuously improved. In this respect, RM Group practices the following regulations:

- Federal Law on Data Protection, DSG
- Ordinance to the Federal Act on Data Protection, VDSG
- Federal Law on Employment Services and Hiring AVG
- Ordinance to the Federal Law on Employment Services and Hiring AVV
- Guidelines for the Processing of Personal Data in the workplace
- General Data Protection Regulation, GDPR (effective May 2018)

RM Group is obligated to process personal data exclusively to the extent and duration that it is essential for the business process or is required for legal reasons. All data are strictly confidential and stored on servers located either in Switzerland or in Ireland. Only internal employees have access to our data collection.

Data Protection principles

Appropriation	Personal data gets only processed with the purpose for which RM Group has procured them. The following purposes of data collection are relevant: <ul style="list-style-type: none">• Data collection for the purpose of contacting clients and/ or contractors• Data collection for the purpose of recruitment• Data collection for the purpose of employment
Due Diligence	When processing personal data the principle of trust and confidence is being followed. Persons concerned can be assured that their data will be carefully processed and only authorized persons have access to them.
Necessity	Each employee exclusively has access to the data, which is needed to complete his or her tasks.
Right of Access	RM Group grants the affected persons the right, in regards to Article 8 DSG, to receive information and inspect their processed data. This right involves the purpose, the category, as well as the possible recipients of the data. The authorized parties take into consideration the reasonableness to have the data rectified, withdrawn, saved or deleted, if legal conditions do not contradict this.
Legitimacy	RM Group processes personal data only when <ul style="list-style-type: none">• there is the consent of the respective person concerned• where processing is required to complete a contract or an agreement in which the person affected is a party• for the essential completion of a legal obligation.
Data Transfer	Personal data is only forwarded, if the consent of the affected person is present or a legal obligation exists. RM Group is not responsible for the external data receivers' compliance with data protection regulations.

The RM Group takes all reasonable technical and organizational measures, to protect personal data from external access, manipulation, modification, falsification or loss.

By agreeing to the data protection policy of the RM Group, you give us permission to internally store and process your data as described above.

If you have any questions or suggestions, our [data protection representatives](#) are available to assist you.