

Privacy policy

September 2026

Below we would like to inform you about how your personal data is processed at **Elips Life Ltd** (“**elipsLife**”) and what rights you have under the Federal Act on Data Protection.

1. Controller and contact

Elips Life Ltd, Industriestrasse 56, 9491 Ruggell,
Liechtenstein T: +423 239 95 55
kontakt@elipslife.com

You can contact the data protection officer by sending a letter to the address given above (with the note “attn. data protection officer”) or by e-mail to compliance@elipslife.com

2. Purpose of data processing

We process the personal data of applicants exclusively to:

- carry out the application process and assess the candidate's suitability
- prepare a potential employment contract
- fulfil legal obligations (e.g. sanction list screening)
- safeguard legitimate interests, e.g. preventing misuse or defending legal claims
- use application documents for other suitable positions (only with candidate's consent)

3. Categories of personal data processed

In particular, we process the following data:

- Master data (e.g. first name, last name, title, nationality)
- Contact details (e.g. residential address, mobile phone number, telephone number, e-mail address)
- data collected in connection with the application process (in particular from the cover letter, curriculum vitae, photo, letters of recommendation, questionnaires, job interviews and proof of qualifications and experience)
- social media profile information (e.g. on LinkedIn or Xing)
- all other types of personal data (including special categories of personal data such as medical information or degree of disability); however, only if you disclose it to us in the application letter or during the application process and the use of such data is either permitted by you or permitted by law.
- data collected in the course of video surveillance of certain areas of the building (e.g. the entrance to the main building, security doors or the entrance to the car park).
- data transmitted by third parties (e.g. recruitment agencies) to whom you have provided your data with the right to disclosure.

4. Legal basis

We process your data on the basis of the applicable laws.

Unless you have authorised us otherwise or if permitted by law, your personal data will only be used and/or processed for the following purposes:

- We process data primarily to carry out and complete application processes and to assess whether candidates are suitable for an advertised position. The decision as to whether or not we can offer you an employment contract requires us to process your data. Art. 6, para. 1, lit. b GDPR, in conjunction with the national legislation of the member states, forms the primary legal basis for this.

- In other cases (e.g. when using your application documents for other vacancies at elipsLife), the processing is based on your consent in accordance with Art. 6, cl. 1, lit. a and Art. 7 GDPR. If you give us such consent, you have the right at any time to revoke this consent with regard to future use.
- We also process your personal data to comply with our legal obligations as a potential employer, e.g. when fulfilling supervisory obligations or comparing your data against sanction lists for the purpose of complying with counter-terrorism measures (e.g. in accordance with Regulation (EC) 2580/2001) within the meaning of Art. 6 para. 1, lit. c GDPR.
- We also process your data to safeguard our legitimate interests (e.g. to protect elipsLife from unlawful activities, fraud or other threats by prevention or detection; to assert, exercise or defend legal claims, to prepare anonymised reports to improve our offering or to perform statistical analyses).

5. Recipients of data

Your data will be handled confidentially at all times. For the purposes set out above, we share your personal data with the following recipients or categories of recipients:

HR managers and managers within elipsLife and its affiliated branches if these persons need access to your personal data in order to carry out their duties

- Other companies belonging to Swiss Life (the parent company of elipsLife).
- Representatives of third-party companies, service and consulting companies (for example, providing maintenance and support services in the areas of human resources, IT or legal advice); in the event of a successful application, your data will also be checked by companies specialising in this area.

Upon request, we will provide you with a complete and up-to-date list of all service providers contracted by us.

6. Transfer of data abroad

Due to the multinational nature of elipsLife, your personal data may be transferred to member states of the European Union (EU), the European Economic Area (EEA) and to countries with an adequate level of data protection.

Data is stored predominantly in Switzerland as well as in various countries of the EEA, namely in the Netherlands, Luxembourg, Ireland and Liechtenstein.

elipsLife takes precautions to ensure that these recipients act in accordance with the applicable data protection laws and adequately protect your personal data. These arrangements include:

- Contractual measures, in particular standard clauses that are approved by the European Commission and oblige the recipients to respect your rights under EU legislation.
- Appropriate technical and organisational measures.

7. Security mechanisms:

elipsLife takes appropriate technical and organisational measures to protect your data against accidental deletion, loss, alteration, consultation, disclosure or use, unlawful action or unauthorised access. All our employees and contractors are obliged to maintain confidentiality and may only process your personal data according to the need-to-know principle.

8. Duration of storage:

We aim to retain your personal data only for as long as is necessary for the purposes mentioned in this privacy policy or required by law. Your personal data will therefore generally be deleted in accordance with the following requirements:

- on request.
- three months after the end of the application process or twelve months afterwards if you have agreed to an extension of the deadline.

Please note that, depending on the elipsLife location to which you submitted your application, different deletion deadlines may apply in accordance with local regulations. If you have any questions, please contact our data protection officer at one of the addresses specified in section 1.

9. Rights of data subjects

Subject to applicable data protection laws and regulations, you have the right to:

- access the personal data you have provided as well as information about the recipients (or categories of recipients) of your personal data.
- update and correct your personal information so that it is accurate at all times.
- have your personal data deleted.
- restrict the processing of your personal data in certain circumstances, for example until the accuracy of your information has been verified if you have requested that it be rectified.
- withdraw your consent at any time in cases where the data processing is based on your consent, which does not affect the lawfulness of the processing prior to the withdrawal of your consent or processing based on other legal grounds (e.g. protection of legitimate interests).
- Complaint to the competent data protection authority.

To the extent possible, you can exercise these rights by contacting us by e-mail at hr.recruiting.services@elipslife.com or by writing to us in accordance with the information in section 1 above, stating your name, your e-mail address and the purpose of your request.

10. Obligation to provide data

In your application, you must provide such personal data that we need to complete the application process and check your suitability for the position. Without this data, it is not possible for us to complete the application process and decide whether we can offer you an employment contract. This also applies to any restrictions you impose on us by exercising your rights under section 8.

11. Complaints

If you have a complaint, please contact us at one of the addresses listed in section 1. All complaints are treated confidentially.

If you are dissatisfied with our handling of your data or with the handling of a complaint regarding our handling of your data, you have the right to refer your complaint to the competent data protection authority.

12. Updating of this privacy policy

This privacy policy was last updated in February 2026. We regularly review this privacy policy and reserve the right to make amendments at any time to take account of changes in our business activities, legal provisions and the way in which we process personal data.