

INFORMATION NOTICE TO EMPLOYEES AND NON-EMPLOYED STAFF
Section 1 – Identity and contact details of controller

According to the relevant data protection law, your personal data will be processed by your employer:

Unilabs, Laboratoire d'analyses médicales SA - Unilabs Group Services branch

Place Cornavin 12, PO Box 1907, 1211 Geneva 1, Switzerland

Section 2 – Purposes of the processing and legal basis

Your personal data will be processed for the following purposes and in accordance with the legal basis as set out below:

Purposes	Legal basis
Define and manage planning and organizational structure	Legitimate interest of Unilabs to mobilize human resources by organizing daily work to support Unilabs' strategy
Develop Unilabs staff	Legitimate interest of Unilabs to mobilize and develop human resources to support Unilabs' strategy
Improve quality of work life and engagement	
Enable participation in the pension scheme, medical scheme and other benefit schemes	Performance of a contract
Record and update contracts and employee / non-employed staff files	
Process payroll, pay staff and provide social declarations	
Analyse performance as regards HR costs and KPI	Legitimate interest of Unilabs to analyse and improve performance
Organise and enable business trips	Legitimate interest of Unilabs to manage trips and mobility of human resources (enable staff to travel safely and be reimburse)
Manage Unilabs Group governance & legal structure and perform corresponding law requirements (declaration, etc.)	Compliance with a legal obligation
Analyse financial performance and perform planning (budget) process	Legitimate interest of Unilabs to monitor and plan for company's performance

Manage insurance contracts to protect the company and its directors against main risks	Legitimate interest of Unilabs to protect its assets, employees and directors
Manage whistleblowing schemes	Legitimate interest of Unilabs to enable employees to raise concerns regarding suspected conduct or practices that are illegal or in violation of corporate policy and correct inappropriate conduct and actions
Perform internal and external audits to assess level of internal control and comply with regulations	Legitimate interest of Unilabs to assess internal control level
Manage and report litigation cases	Legitimate interest of Unilabs to establish, exercise or defence of legal claims
Run internal webshop	Legitimate interest of Unilabs to develop its brand
Communication to employees	Legitimate interest of Unilabs to communicate and inform employees
Manage IT assets and phones	Legitimate interest of Unilabs to provide IT tools to its employees
Manage IT incidents	
Manage messaging and collaboration tools	
Manage user accounts and authorizations	
Manage network and security	

Section 3 – Profiling

Not applicable – no profiling

Section 4 – Indirect collection of data

Not applicable – no indirect collection of data

Section 5 – Categories of recipients of the personal data

Your personal data will be shared with the following recipients:

- Within Unilabs Group, including other Unilabs companies: with authorised personnel in charge of HR, payroll, controlling and finance, IT, commercial activities. It will also be shared with your line manager. Identification data, professional data and work organization will be more widely shared internally and for specific events with the events organisers.

- With pension provider, social and tax declarations recipients, insurance providers, financial auditors and advisers.
- With service providers: Telecomputing, LogMeIn, Box, Service Now, Interoute, Facebook, Conera, Trianon, Concur SAP, Travel CTM, Culture AMP, Human Synergistics, GIG acting on our behalf and assisting us in the management of our activities.

Section 6 – Data retention period

In accordance with applicable data protection law, your data is retained for the duration of our contract and maximum 10 years after its end.

Section 7 – Transfer of personal data

Due to the international dimension of Unilabs Group, your personal data will be transferred outside of the European Union to countries recognised by the European Commission as ensuring an adequate level of protection such as Switzerland where the headquarters is based, and to other countries with different levels of protection such as Australia, Singapore, Brazil, the United States.

According to the data protection regulation, to ensure the protection of your personal data, Unilabs puts in place relevant safeguards such as the signature of data transfer agreement based on the standard contractual clauses issued by the European Commission. Please write to the following address if you wish to obtain copies of such contracts: dpo@unilabs.com.

Section 8 – Data subjects rights

In relation to your personal data, you have the following rights:

- A right of access that you may exercise by asking a copy of your personal data;
- A right to correct your personal data if they are inaccurate or incomplete and a right to obtain the restriction of the processing of your personal data;
- A right to erase your personal data, in cases where your personal data are processed on the basis of your consent, the performance of a contract to which you are party and our legitimate interests;
- A right to data portability, in cases where your personal data are processed on the basis of your consent and/or the performance of a contract to which you are party;
- A right to object, on grounds relating to your particular situation, to the processing of your personal data in cases where your personal data are processed on the basis of our legitimate interests.

Section 9 – Means of exercising

These rights can be exercised by sending an e-mail at the following address: dpo@unilabs.com

Section 10 – Right to lodge a complaint with DPA

You have also the right to lodge a complaint with a Data Protection Authority, either in the Member State of your habitual residence, place of work or place of an alleged infringement of the GDPR.



Section 11 – Contact details of the Data Protection Officer

dpo@unilabs.com