

**Privacy Notice for Application to Lucerne  
Festival Contemporary Orchestra  
(LFCO)**

# LUCERNE FESTIVAL

Dear Applicant

Thank you for your interest in a position with the Lucerne Festival Contemporary Orchestra. We would like to use this privacy statement ("**Privacy Notice**") to inform you about how we process your personal data ("**Personal Data**") in connection with an application.

**Status:** 1 September 2023. The current version at the beginning of an application process applies in each case.

## 1. Who is responsible for processing your data?

The following company (also "**we**" or "**us**") is responsible for processing your personal data according to this Privacy Notice:

Stiftung Lucerne Festival, Hirschmattstrasse 13, CH-6002 Luzern,  
t +41 (0)41 226 44 00, academy@lucernefestival.ch

## 2. Which personal data do we process?

When you apply for a position, we process the personal data we need to assess your suitability for the advertised position. This includes in particular the following information:

- the information recorded in an online form, if applicable;
- the information contained in submitted documents (e.g. in a cover letter, in a CV, certificates, etc.);
- if you have previously been employed by or applied to Lucerne Festival Contemporary Orchestra, we may use the information we already have as a result;
- we may, if necessary, consult information from third party sources (such as information from official registers, information from employment agencies, references and other job-related public information from the internet, for example from a LinkedIn profile).

If you provide us with particularly sensitive personal data as part of the application process (e.g. health data), we may also process such personal data.

You are not obliged to provide us with any personal data. However, it is not possible to process an application without us collecting and processing the necessary personal data, in the case of an online application this is the information marked with an asterisk (\*) in the respective online form.

### **3. For what purposes and on what basis do we process your personal data?**

We process personal data in accordance with this Privacy Notice only for the purpose of receiving and reviewing application documents and your suitability for the position in question and, if applicable, preparing and concluding a contract. Depending on the job profile, this may also include checking references and carrying out background checks. These processing operations are necessary for the preparation and, if applicable, the conclusion of an engagement contract; for the fulfilment of legal obligations; for the exercise of rights; for the protection of the interest in particular of human resources management. In the case of online applications, we also use your personal data to be able to contact you again with regard to other jobs, but only if you consent by selecting the relevant option.

### **4. How do we share your personal data?**

In principle, only persons involved in filling this position have access to your personal data, in particular Lucerne Festival Contemporary Orchestra Leaders and potential supervisors of the responsible company. We may also share your personal data with our service providers, particularly IT service providers such as the operator of our job application software, 442hz.com. We ensure through the selection of service providers and contractual agreements that data protection is also ensured by service providers. If service providers use subcontractors that are located in a state that does not protect your personal data to the same extent as Switzerland or the EU/EEA states, the protection of your data is ensured, for example, through appropriate contracts. Please contact the company responsible if you would like a copy of such contracts. Furthermore, your personal data will only be disclosed in accordance with your consent and insofar as this is necessary to comply with legal provisions or to safeguard or defend legal claims.

If you are accepted into the Lucerne Festival Contemporary Orchestra, your contact details (name, telephone number, email address and address) will be visible to the leading persons as well as the other members of the LFCO in the 442hz software, for the purpose of carrying out and organizing LFCO projects.

### **5. How long do we store your personal data?**

We store your personal data for as long as it is necessary to carry out the specific application process or to comply with legal requirements and for as long as we have a legitimate interest in storing it, e.g. for documentation and evidence preservation purposes and to safeguard and defend legal claims. If we are able to consider you for the position for which you have applied, we will also retain your personal data for the performance of the employment relationship. If

no contract is concluded with you, your personal data will be deleted or made anonymous. In addition to this, we only store your personal data if you have consented to a longer storage period, e.g., in order to keep your application pending for any further positions.

**6. How is your personal data protected?**

We take appropriate technical and organizational measures to protect your personal data and continuously adapt these to technological developments. We have agreed with our IT service providers the regulations required under data protection law for the proper handling of the personal data provided, and they use state-of-the-art technologies to protect your personal data. Automatically activated encryption ensures the secure transmission of your personal data.

**7. What rights do you have with regard to your personal data?**

You can object to the further processing of your personal data at any time. Within the scope of the legal requirements, you also have the right to information, correction, deletion and restriction of data processing, as well as the right to receive the personal data provided to us in a readable format. You also have the right to revoke any consent you may have given us, but without this affecting the lawfulness of the data processing carried out up to the time of revocation. You may also lodge a complaint with the competent data protection authority (in Switzerland, the Federal Data Protection and Information Commissioner). To exercise your rights, please contact us under the contact details given in section 1.