

# Job Applicant Privacy Notice

Thank you for your interest in our company. This notice will inform you about the processing we undertake with your Personal data during your application. This is in accordance with the regulations for the protection of personal data (the Personal Data Act and the GDPR regulations).

In connection with recruitment, it is necessary for us to collect, process and store personal data for jobseekers in order to carry out a thorough and fair assessment that intends to select the best qualified candidate for the vacancy.

**Depending on the need and the position, the collection of personal data will be limited to the following:**

- Names and personal details such as contact details, date of birth, family relationships, nationality, language, hobbies, and interests
- Competence details, such as education, training, previous experience, certificates, skills, achievements, and areas of specialization
- Personal profile, including information regarding personality, preferences, test results, etc.
- Reference details: name, company, position / role and contact details
- Evaluation result of the individual applicant
- Sources of information

The most important source of information is from the jobseeker through the application and CV, which is sent via e-mail, and from the interview with the applicant. In addition, we would like to obtain information about the applicant from other sources such as reference persons, training and educational institutions, social media, web searches, etc. The evaluation process itself will also produce personal data such as test results, interview notes, evaluations and assessment notes, etc.

## Access to information

The information will be shared internally with recruitment team and other relevant people who are actively involved in the selection process.

If we use an external supplier as support in the recruitment process, such as recruitment agency, psychometric testing or verification of diplomas, personal data may also be shared with such external suppliers.

## Restrictions on access and use

The personal data will only be used in the recruitment process and will only be shared with personnel involved in the selection process. We use strict access and storage standards to ensure that such information is not made available to unauthorized personnel. Upon completion of the recruitment process, all personal data related to applicants who were not selected for recruitment will be deleted.

Beyond this, we will not store applicants, CVs, etc. for candidates who submit an open application. Such open applications will also be deleted after completion of the evaluation.

## Applicants' access to information

All job seekers have the right to access personal data that is collected, stored, and processed about themselves through the recruitment process. If you want to request such access, you can send a request to HR/recruitment responsible before completing the recruitment process.