

PRIVACY POLICY JOB APPLICANTS

Propoint treats all your personal data with the strictest confidence. This privacy policy explains how we collect and use your personal data when you apply for a job with us or send us a speculative application. It also describes your rights with regard to us and how you can enforce your rights.

By applying for a job with us, either through a speculative application by email or through Propoint's website, you accept this privacy policy and that your personal data will be processed in the manner described below. It is important that you read and understand this policy before submitting your personal data.

1. PERSONAL DATA COLLECTED ABOUT YOU

Personal data is all the data that may in some way relate to you. Personal data may be collected by us as a result of you providing such data, or in other ways. The following personal data is collected and processed by us in conjunction with you using The Service:

Information provided by you. You may directly or indirectly provide us with information about yourself in a number of different ways. You can always choose to not provide us with data, but this may create difficulties or result in us being unable to process your application. During the recruitment process we collect and process personal data about you. Depending on the circumstances, such personal data may contain the categories of data specified below. Note that the examples listed under each category are not exhaustive.

- Personal and contact information. E-mail address, telephone number, postal address, name, date of birth, preferred language, hobbies.
- Application data. Competence, linguistic ability, CV, previous and relevant work experience, other experience, academic background, grades, printouts, professional certifications, work conditions and form of employment, letters of recommendation and other information that you provide us with in your application or during the recruitment process.
- Interview and reference data. Notes taken during interviews and references, assessments of competence, current and historical salary information, as well as requested salary, expectations and other information that you or your references provide us with.
- Test results. Information and results from all tests that you take during the recruitment process, e.g. relating to your personality, intelligence and capabilities.
- Other information. Propoint may also collect and process all other relevant information that you share with us about yourself during your application. For instance, about your interaction with us, including details of our contact with you, including by email, telephone or in person (such as dates, times and matters discussed).
- Sensitive data. We only collect sensitive personal data (such as race or ethnic origin, political views, religion, health or similar) if there is a clear reason to do so. For example, if you have physical limitations or special needs that require us to make specific considerations during the recruitment process. We do this to enable our candidates to apply for jobs with us and ensure that we comply with statutory obligations required of us with regard to employment. As communication by email is not always secure, we recommend you do not include sensitive data in your emails to us.

2. HOW YOUR DATA IS COLLECTED

The majority of the information that Propoint collects about you is gathered directly from you, including from your application and during interviews. You can always choose not to share certain information with us. If you do not provide requested personal data, however, this may have an effect or prevent us from assessing or considering your application.

3. PROCESSING OF YOUR PERSONAL DATA

Propoint uses your personal data for lawful recruitment purposes. The key stages are collection, assessment and contact. We have to process your personal data in order to take action regarding your enquiry before entering into an agreement with you and may also need to process your data in order to enter into an employment contract with you. We also have a legitimate interest in processing your personal data during the recruitment process and to maintain a record of the process.

4. STORAGE AND TRANSFER

Propoint may also collect personal data about you from third parties, including professional recruitment companies, your references and previous employers. We may also sometimes obtain personal data from publicly available sources, such as LinkedIn and other publicly available information.

5. HOW LONG YOUR DATA IS SAVED

Your personal data is saved only for as long as such information is needed to fulfil the purpose of the processing, as described above. Unfortunately it is not possible to specify in advance exactly how long this will be. In general, your personal data and contact information are saved for as long as you are of interest for the job that you have applied for.

Your personal data may also need to be saved to meet legal obligations. For example, the application data of final candidates that are not ultimately selected for employment must be saved for two years after completion of the recruitment process, in accordance with the Swedish Discrimination Act.

Personal data that is saved with your consent is erased if consent is withdrawn, unless such data has to be saved by law. Superfluous data is anonymised and saved once the data has served its purpose.

Speculative applications are saved as long as registered applicants do not object in writing to the processing of their personal data for the above-stated purposes. Note that job applicants may be of interest for future recruitment and for this reason we may store such applicants' personal data for as long as they are deemed of interest for potential recruitment. If, as an applicant, you do not wish your personal data to be processed for this purpose (future recruitment), please contact us using the contact details below.

6. PURPOSE AND LAWFUL BASIS

The purpose of collecting and processing personal data is to manage applicants' job applications. The lawful basis for the processing of personal data is Contract.

7. YOUR DATA MAY BE SHARED WITH THIRD PARTIES

Your personal data may be transferred to, or shared with, selected third parties. These parties are mainly companies that provide us with various types of service, including external recruitment firms engaged by us. We may also submit necessary information to authorities such as the police, the tax authority or other authorities if we are obliged to do so by law or if you have approved for us to do so.

8. WHERE YOUR DATA IS STORED

We always endeavour to process your data in the EU/EEA. However, in exceptional cases your personal data may be transferred to and be processed in countries outside the EU/EEA. In such cases, we will ensure that all reasonable legal, technical and organisational measures are taken to guarantee that your data is handled securely and with an adequate level of protection comparable with and at the same level as the protection offered within the EU/EEA.

9. YOUR RIGHTS

Right to access your data. You may at any time request, free of charge, a copy of the data registered with us and verify the data we have about you. There may, however, be legal obligations that prevent us from issuing parts of your data.

Right to rectify data. You are entitled to rectify inaccurate or incomplete data about you.

Right to erasure. You have the right to request that your personal data be erased if the data is no longer needed for the purpose for which it was collected. There may, however, be legal obligations that prevent us from immediately deleting parts of your data. Such obligations stem from the Discrimination Act and other laws. In such cases, such data that is required to be saved will only be used to meet such obligations and for no other purpose.

You have the right to withdraw your consent at any time.

10. UPDATES TO OUR PRIVACY POLICY

This privacy policy may sometimes need to be amended or updated. If an amendment has implications for how your personal data is processed, you will be informed of this via our website or in some other appropriate manner, to give you the opportunity to be informed of the change before it comes into effect. If you object to any change, you can ask for your data to be erased.

11. YOU CAN ALWAYS CONTACT US

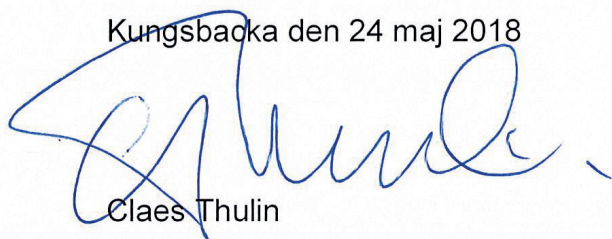
Propoint is registered with the Swedish Companies Registration Office under company registration number 556286-5450 and the address of its head office is Faktorvägen 13, Kungsbacka, Sweden.

Propoint is a personal data controller for the processing of your personal data as per the above. Propoint complies with Swedish data protection legislation, including GDPR.

You can always contact us if you have questions regarding your personal data by emailing info@propoint.se or by calling us on +46 (0)300-690500.

You may also contact the Swedish Data Protection Authority if you believe your personal data has been processed incorrectly by us.

Kungsbacka den 24 maj 2018



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