
PRIVACY NOTICE TO JOB APPLICANTS

Information regarding Processing of Personal Data relating to Job Applicants

Dated 2018-06-05

PROBI

1. INTRODUCTION

- 1.1 The purpose of this privacy notice is to provide information on how Probi AB (hereinafter referred to as “**Probi**” or “**we**”), process your Personal Data in connection with your participation in one of our recruitment processes and/or your submission of an application for a position with us.
- 1.2 We respect your privacy and undertake to carefully protect the Personal Data we process about you. All processing of Personal Data is carried out in accordance with the EU General Data Protection Regulation (“**GDPR**”). The following describes how we collect, process and share your Personal Data.

2. WHAT PERSONAL DATA WILL BE PROCESSED?

- 2.1 We will collect and process the following types of personal data about you (your “**Personal Data**”):
- Contact information (*e.g. name, address, email and telephone number*);
 - Personal identity number;
 - Pictures if required in the recruitment process;
 - Information regarding prior working experience and education;
 - CV and cover letter;
 - Information about your previous employments gathered from references given by you;
 - Financial information (*e.g. credit records*) if required in the recruitment process; and
 - Results from intelligence and personality tests if used in the recruitment process.
- 2.2 As a general rule, we will collect the Personal Data from you directly. However, we may also collect Personal Data about you through recruitment companies and partners assigned by Probi to assist in the recruitment process, as well as from references provided by you.

3. FOR WHAT PURPOSES IS PERSONAL DATA BEING PROCESSED?

- 3.1 We will process your personal data for the following purposes:
- (i) To review if you are a suitable candidate for the advertised job;
 - (ii) To carry out statistical analyses of Probi AB’s job applicants to analyse the number of female/male applicants, etc. and;

- (iii) To request credit information;
- (iv) To process potential claims relating to the recruitment process (e.g. *discrimination claims, etc.*);
- (v) To draft employment agreements that will be concluded if you are hired;
- (vi) If applicable and if your explicit consent has been obtained, to include your contact information in an internal data base with potential applicants in order to be able to contact you if a relevant position or role is available.

3.2 The provision of your Personal Data is necessary for us to evaluate whether or not you are suitable for the advertised position. If you do not provide us with your Personal Data, we will not be able to include you in the recruitment process.

4. **WHAT ARE THE LEGAL GROUNDS FOR PROCESSING YOUR PERSONAL DATA?**

4.1 The processing of your Personal Data for purpose (i) to (iv) in Section 3.1 above is based on our legitimate interest since we always strive to offer employment to the applicant expected to best suited and fulfil the requirements for an advertised position, as well as to avoid any discrimination and take our responsibility in this regard during the recruitment process. We have performed a balance of interest assessment and have concluded that our legitimate interest in processing your Personal Data for the purposes stated in this Section 3.1 outweigh your potential interest in not having your Personal Data processed for these purposes.

4.2 The processing of your Personal Data for purpose (v) in Section 3.1 above is based on the necessity of such processing to conclude an employment agreement with you, in the event you are offered employment.

4.3 The processing of your Personal Data for purpose (vi) in Section 3.1 above is based on your explicitly given consent to such processing.

5. **WHO HAS ACCESS TO YOUR PERSONAL DATA?**

5.1 We have implemented appropriate technical and organisational measures to protect your Personal Data against e.g. loss and unlawful access. The number of persons with access to your Personal Data is limited. Only individuals associated with Probi AB that need to process your Personal Data in accordance with the purposes above will have access to your Personal Data.

5.2 We will share your Personal Data with suppliers and partners that carry out services on our behalf such as recruitment companies engaged to assist

with a recruitment process. All such parties engaged for a specific recruitment process will be named and applicants informed.

6. **FOR HOW LONG IS YOUR PERSONAL DATA STORED?**

Your Personal Data will only be stored as long as the purpose for which it is kept exists and as long as permitted or required under local law. This means that some of your Personal Data may be stored for two (2) years after the recruitment process is finished with the purpose to resolve any disputes relating to potential claims of discrimination. However, Probi undertakes to ensure that only such Personal Data as is necessary for this purpose will be stored for this time period, and that other Personal Data will be deleted when it is no longer needed.

7. **WHAT ARE YOUR RIGHTS?**

- 7.1 Probi AB, reg. no. 556417-7540, address 223 70 Lund, is the controller of the processing of your Personal Data. This means that we are responsible for your Personal Data being processed correctly and in accordance with applicable laws. The CIO is responsible for data protection at Probi and can be contacted at probi@probi.com
- 7.2 You are entitled to know what Personal Data we are processing regarding you, and you can request a copy of such data. You are entitled to have incorrect Personal Data regarding you corrected, and in some case you may request that we delete your Personal Data (if, for example, the Personal Data is no longer necessary since the recruitment process has been completed). If you have given your consent to processing of your personal data for an explicit purpose you may always withdraw your consent. If you want to withdraw your consent, you may contact us through the contact information provided in Section 7.1. You also have the right to object to certain processing of your Personal Data, and request that the processing of your Personal Data is limited. Please note that limitation or deletion of your Personal Data may result in us not being able to include you in the recruitment process. You are also entitled to extract your Personal Data in a machine-readable format and to transfer the Personal Data to another controller.
- 7.3 If you have questions regarding how we process Personal Data concerning you, you are most welcome to contact us at probi@probi.com, by mail to the address above or by phone +46 46 286 89 20.
- 7.4 If you have any objections to or complaints about the way we process your Personal Data, you have the right to lodge a complaint with the relevant data protection supervisory authority (In Sweden: Sw. *Integritetskyddsmyndigheten*).

8. CHANGES

If any changes are made concerning the processing of your Personal Data, we will inform you by publishing an updated version of this privacy notice on Probi's website.

9. VERSION

This privacy notice was published on 5 June 2018.
