



## Job Applicant Privacy Notice

As part of any recruitment process, atsec information security AB collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information do we collect?

atsec information security AB collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your entitlement to work in Sweden.

atsec information security AB may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

The data is stored internally.

### Why does atsec information security AB process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in Sweden before employment starts.

atsec information security AB has a legitimate interest in processing personal data during the recruitment process and a legal requirement to keep records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

### Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. We will not share your data with third parties.



## **How does atsec information security AB protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **For how long does atsec information security AB keep data?**

If your application for employment is unsuccessful, atsec information security AB will hold your data on file for 2 years after the end of the relevant recruitment process due to legal obligations (*Diskrimineringslagen (2008:567)*). At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require atsec information security AB to change incorrect or incomplete data;
- require atsec information security AB to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where atsec information security AB is relying on its legitimate interests as the lawful basis for processing.

If you would like to exercise any of these rights, please contact [office-se@atsec.com](mailto:office-se@atsec.com)

If you believe that atsec information security AB has not complied with your data protection rights, you can complain to the Information Commissioner.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to atsec information security AB during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.