

## PRIVACY POLICY JOB APPLICANTS

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### 1 INTRODUCTION

Knightec recognizes the importance of protecting the privacy of your personal data. We have instituted strict policies and security measures to protect the information you provide us.

The purpose of this privacy policy is for you, as a job applicant, to learn how Knightec handles your personal data and for you to be able to feel secure that the processing is being carried out in accordance with the General Data Protection Regulation and other applicable data protection law. The privacy policy also describes your rights vis-à-vis us and how you can enforce those rights.

### 2 WHO IS THE CONTROLLER OF PERSONAL DATA?

The Swedish company Knightec AB, reg. no. 556622-2609 ("**We**" "**Us**"), is the controller of your personal data. Our affiliated companies (including other companies within the our group, joint ventures, franchisees and licensees) and selected suppliers may process your personal data on our behalf and in accordance with our instructions as stated below and are thereby processors of your personal data.

You may contact us at any time, please find our contact details below.

Address: Magasinallén 2, 891 31 Örnköldsvik  
E-mail: [privacy@knightec.se](mailto:privacy@knightec.se)

In the event you applied for the position via a recruiting company, the recruiting company may also be the controller of personal data for any processing which the recruiting company carries out before you are presented to us as a candidate, and otherwise for other purposes not related to the job application you submitted to us.

### 3 PERSONAL DATA, PURPOSE, LEGAL GROUNDS AND DURATION FOR WHICH THE DATA IS STORED

When you apply for a job at Knightec, we will process the personal data you share with us. Typically, this will include your name, your contact details (telephone number, e-mail address and address), what role you are applying for, your CV and cover letter. This data is processed to assess your application and suitability for the role you are applying for and to administer the recruitment process. The processing is carried out on the basis of a balancing of interests, in which our legitimate interest is to be able to carry out the recruitment process. Should you choose not to provide us with the above mentioned data, we will not be able to assess your application.

If you have provided us with references, we reserve our right to collect personal data about you from these references on the basis of balancing of interests, where our legitimate interest is to be able to assess your suitability for the role for which you have applied. You are responsible for informing any references about the fact that you have provided us with their personal data.

Your data will be processed during the recruitment process and for up to two months after the process has been completed. The purpose of saving your data during this time is for us to be able to answer any questions regarding the recruitment process and give reasons as to why you were not selected for the job if applicable.

Provided that you have specifically consented hereto, we will save your personal data for any future recruiting needs and to inform you about open vacancies. The legal basis for the processing is your consent.

#### **4 WHO MIGHT WE SHARE YOUR PERSONAL DATA WITH?**

We may transfer your personal data to recruitment partners. These recipients are only entitled to process your personal data on behalf of us in conjunction with the performance of a service for us. Please note, however, that we are not responsible for data which is collected independently by the recruiting company and which the recruiting company processes on its own behalf. We take all reasonable legal, technical and organizational measures in order to ensure that your data is handled securely and with an adequate level of protection when transferring to, or sharing with, such selected third parties.

#### **5 WHERE DO WE PROCESS YOUR DATA?**

Your personal data will be processed primarily within the EU/EEA but may be transferred to countries outside of the EU/EEA if the service providers that process data on behalf of us transfer the data to such locations. We have taken appropriate protective measures in order to protect your personal data through the recipient of the personal data, for example by having signed an agreement containing certain standard contract clauses which ensure that your data is processed in accordance with the General Data Protection Regulation. For more information on what protective measures we have in place, please contact us at [privacy@knightec.se](mailto:privacy@knightec.se).

#### **6 HOW LONG DO WE SAVE YOUR DATA?**

We save personal data regarding the candidates who have not been offered employment for up to two years after completion of the recruiting process. The purpose of saving the data during this period of time is for us to have the possibility to respond to questions regarding the recruiting process and the reasons the position was given to another candidate.

If you have consented to our saving your data for future recruiting needs, we save your data for the period of time stated in the consent.

We may also save your personal data after the completion of the recruiting process where necessary in order to fulfill a legal obligation which requires processing under applicable law, or in order for us to be able to establish, enforce, or defend against legal claims.

#### **7 DATA SUBJECT RIGHTS**

In this section 7, we have summarized your data subject rights to request access, portability, rectification, erasure of your personal data, to restrict the processing of your personal data, to object to processing, and your right to lodge a complaint with the supervisory authority.

If you want to exercise your rights, please send us an e-mail to [privacy@knightec.se](mailto:privacy@knightec.se). Please note however that if you want to lodge a complaint with the supervisory authority, you need to contact the authority directly.

##### **7.1 Right of access**

You have the right to obtain confirmation of whether personal data concerning yourself is being processed and, where that is the case, access to the personal data and information regarding, inter alia, the purpose of processing, the categories of personal data concerned, the categories of recipients to whom your data have been or will be disclosed, and the envisaged period of time for which personal data will be stored (or the criteria for determining this).

## **7.2 Right of rectification**

You have the right to request rectification of inaccurate personal data concerning yourself, and to complete incomplete data.

## **7.3 Right of erasure and right of restriction**

Under certain circumstances you are entitled to request that we erase your personal data or restrict our processing of your data, namely in the following events:

- (a) When it is no longer necessary for us to process your data taking into consideration the purposes for which it was collected.
- (b) When our processing is based on your consent and you have withdrawn your consent, and there is no other legal basis for the processing of your data.
- (c) When our processing of your data is based on a legitimate interest legal basis and you object to such processing, and there is no overriding legitimate ground for our processing.
- (d) When you have objected to our processing of your data for direct marketing purposes.
- (e) When your personal data has been unlawfully processed.
- (f) When the personal data must be erased for compliance with a legal obligation that applies to us.
- (g) When the personal data collected concerns a child (under 13 years of age) in relation to the offer of information society services.

## **7.4 Right to objection**

Under certain circumstances you have the right to object to our processing of your data, whereupon we shall no longer process your data unless we can demonstrate compelling legitimate grounds for the processing.

## **7.5 Data portability**

If our processing is based on your consent or if the processing is necessary for our performance of a contract with you, you have the right to request that the data which you have provided to us shall be provided to you in a structured, commonly used and machine-readable format and you also have the right to transmit such data to another controller.

## **7.6 Right to lodge a complaint with supervisory authority**

Please note that if you consider the processing of your data to be in violation of applicable data protection laws, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence or the place of the alleged infringement (see [http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)).

## **8 CHANGES IN THE PRIVACY POLICY**

We reserve the right to make changes to this privacy policy. Where such changes are made, notice will be provided in a way that we deem fit.

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