

## LYNK & CO JOB APPLICANT PRIVACY NOTICE

In order to apply for a vacancy within LYNK & CO International AB ("Lynk & Co"), Theres Svenssons gata 15, 417 55 Gothenburg, Sweden, with organisational number 559151-8161, ("LYNK & CO" or "we" or "us"), you will be required to provide LYNK & CO with information relating to you ("Personal data"). As a controller of your Personal data, we are committed to safeguarding the privacy of our applicants ("you" or "applicant(s)"). This notice will inform you about the processing we undertake with your Personal data during your application.

### 1. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

We will only request information from you which is necessary for your identification and the evaluation of your candidacy.

The Personal data we may collect in this context include your name, address, telephone, e-mail address, year of birth, previous or current employers, sector of work as well as category, job title, years of working experience, academic background and level, your degrees, job preferences (e.g. willingness to travel), language skills, driver's license and how you want to be notified. We may also collect your résumés, CVs, motivation letter, salary expectations, and your recruitment profile and possibly an interview report.

You will have provided us **directly** with your Personal data through your application but we may also receive further Personal data **in an indirect manner** (e.g. through your interaction with third party recruitment agencies, information we can collect from your visible online profile or subject to your consent, references from former employers).

There may be vacancies in which the Personal data that you will need to provide to us in the context of your recruitment is considered **sensitive Personal data** under the data protection laws of some countries. Note that in the recruitment process for certain vacancies, the collection of such Personal data may be essential for our evaluation and we will therefore ask you to consent.

### 2. WHY DO WE NEED YOUR PERSONAL DATA?

Information submitted by you will be used to **identify and evaluate you for the vacancy** you applied for or with your consent for other positions we deem your candidacy suitable for.

We will not use information submitted by you for any other purpose and neither will we disclose your Personal data to third parties which would not process your Personal data for evaluating your candidacy for LYNK & CO.

The processing of your Personal data is necessary for performing our evaluation of your candidacy. We will ask your consent in case we would need to process Personal data of a sensitive nature and if you would like us to maintain your candidacy for other vacancies.

If you are successful with your application, some of the Personal data collected as part of this recruitment process may be transferred to your personnel file.

### 3. WHO HAS ACCESS TO YOUR PERSONAL DATA?

We strive to strictly limit the access to your Personal data and to protect your Personal data. Only persons who have a **specific need to know within the context of their function within LYNK & CO** will have access to your Personal data. The following functions may be able to access your Personal data:

- human resources functions and managers responsible for positions for the purposes of evaluation;
- in certain cases, technical staff may also gain access to your data, but only to the extent necessary to ensure the proper functioning of our vacancy website.

We will ensure that the access to your data is **accurately secured** by applying appropriate safeguards, depending on the circumstances taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk. In support of this commitment, we have implemented appropriate technical, physical and organizational measures to protect your personal data against: unauthorized or accidental destruction, alteration or disclosure; misuse; damage; theft or accidental loss; or unauthorized access.

By providing personal data to us, you are aware that your Personal data may be **transferred to any subsidiary or affiliated company** or any of its subcontractors located in a third country which may not offer an adequate level of data protection, for the identification and evaluation purposes of your candidacy as specified. We will seek to ensure that all transfers are made in accordance with local laws.

LYNK & CO may provide access to the Personal data or pass them on to other **third parties which provide a service related to your identification and evaluation of your candidacy to LYNK & CO**. In certain cases, those third parties may also provide us with your Personal data. Your Personal data will be shared with providers that host our vacancy website, recruitment and assessment agencies.

When you share your Personal data with us through the recruitment agencies, you are deemed to have read and accepted this privacy notice and we will instruct our recruitment agencies to inform you thereof. We will ask these third parties to only use your Personal data in the context of the recruitment and selection services for us but we are not responsible for the processing activities that they undertake for their own purposes with your Personal data. Hence for these activities, we will ask you to check their privacy notices.

### 4. WHAT ARE YOUR RIGHTS?

You may access, update or delete information that you have submitted to our vacancy website or sent to us by email at all times. The vacancy website will provide you as well with an overview of the Personal data we collected. You can therefore use the tools provided on our website.

You may also send your request as detailed above to LYNK & CO at any time by sending an e-mail found on the Privacy-page at the LYNK & CO website. If you have any questions about this notice, do not hesitate to send your remarks to us. As a data subject you have the right to file a complaint with the Supervisory authority.

Please do note that you remain responsible for the information you provide and the consequences thereof. You may not provide information that violates any privacy, confidentiality, intellectual

property or business secrets of others. You are also responsible for obtaining consent from the parties from whom you provide us Personal data.

## **5. HOW LONG WILL WE STORE YOUR PERSONAL DATA?**

Your Personal data will be retained as long as necessary to achieve the purpose for which it was collected, namely for evaluating your candidacy or as legally required or permitted by applicable law.

We will retain Personal data collected from unsuccessful candidates only for as long as strictly necessary for the purposes set out above and in accordance with applicable laws. This is normally the maximum statutory period in which a claim arising out of the recruitment process may be brought against us.

If you are successful with your application some of the personal data collected as part of this recruitment process may be transferred to your personnel file and maintained for a longer period.

If you consent to using your candidacy for future opportunities, we will maintain your Personal data for a reasonable period of time of 2 years or until you withdraw that consent and in accordance with the applicable law.

## **6. OTHER NOTICES**

We reserve the right to update this policy, if necessary, for example to comply with legislative changes, regulatory changes, new practices and procedures, or requirements imposed by any authority. The most recent version is always available on the Privacy-page at the LYNK & CO website, and the revisions will apply from the date of their publication or via the vacancy page on the website. The date on which this text was last changed can be found in the header of the document.

You are responsible for your own information and for the consequences of their posting. You agree not to submit information infringing on the privacy, publicity, confidentiality, or intellectual property rights of others, including information revealing trade secrets, unless you own the rights or have the owner's permission so to do. For clarity, we will not be responsible or liable for any violation of third party privacy, confidentiality or intellectual property rights arising from the information you submit to our vacancy website.