

PRIVACY POLICY
Job applicants

CALDARO AB
Version 1.1, updated 2018-05-21

1 INTRODUCTION

During the process of your seeking employment with Caldaro AB ("**Company**"), the Company collects certain personal data about you. This privacy policy is intended to inform you, as a job applicant, how the Company processes your personal data and for you to feel secure that the processing is being carried out in accordance with the General Data Protection Regulation and other applicable personal data legislation. The privacy policy also describes your rights *vis-à-vis* us and how you can enforce your rights.

2 WHO IS THE CONTROLLER OF PERSONAL DATA?

The Company is the controller of personal data for the processing of your personal data which is carried out by the Company or on behalf of the Company.

Set forth below is the Company's contact information.

Caldaro AB, 556461-8204

Warfvinges väg 39

112 51 STOCKHOLM

08-736 12 70

Should you have any questions about the Company's processing of your personal data, please contact us at info@caldaro.com

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 the Company as a candidate, and otherwise for other purposes not related to the job application you submitted to the Company.

3 TYPES OF PERSONAL DATA PROCESSED

The Company processes the following personal data about you:

- (a) Name
- (b) Telephone number
- (c) Email address
- (d) Address
- (e) CV
- (f) Results of any skills test/personality tests
- (g) Information obtained from references
- (h) Interview notes

4 WHAT DOES THE COMPANY USE YOUR DATA FOR?

The Company processes your personal data in order to evaluate your application and carry out the recruitment process. The processing is carried out based upon a weighing of interests where the Company's legitimate interest is to carry out the recruiting process. If the information requested is not provided, the Company cannot process your application.

We will save your personal data for any future recruiting needs provided you have specifically consented to this.

5 WHO MIGHT WE SHARE YOUR PERSONAL DATA WITH?

The Company may transfer your personal data to the recruiting company handling the recruiting process. These recipients are only entitled to process your personal data on behalf of the Company while performing a service for the Company. Please note, however, that the Company is not responsible for data which is collected independently by the recruiting company and which the recruiting company processes on its own behalf. The Company takes 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.

The Company may also release your personal data to public authorities where we are obligated to do so by law. In the event all or part of the Company's operations are sold, the Company may transfer your personal data to a potential purchaser of the business.

6 WHERE DO WE PROCESS YOUR DATA?

Your personal data will only be processed within the EU/EEA.

7 HOW LONG DO WE SAVE YOUR DATA?

The Company saves personal data regarding the candidates who have not been offered employment for up to two months after completion of the recruiting process. The purpose of saving the data during this period of time is for the Company 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.

The Company 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 the Company to be able to establish, enforce, or defend against legal claims.

8 YOUR RIGHTS

You have certain legal rights which you can enforce against the Company. Set forth below is a summary of these rights. For complete information regarding your rights, please see the General Data Protection Regulation, sections 3–5.

- (a) **Right to access to/extracts from registers.** You are entitled to be informed as to whether the Company is processing personal data about you. If it is, you are entitled to information regarding, among other things, which personal data is being processed, the purposes of the processing, which external recipients have access to your personal data, and how long we save your personal data.
- (b) **Right to data portability.** You have a right to a copy of the personal data which you have provided to the Company, in a structured, commonly used, and machine-readable format. You also have the right to require that the Company transfer this personal data to another controller of personal data. The right to data portability applies to personal data which is processed in an automated manner and which is based on your consent or on an agreement to which you are a party.

- (c) **Correction of erroneous data.** You have a right to require that the Company correct erroneous or incomplete information about you.
- (d) **Deletion of certain data.** You have a right to require the Company to delete your personal data under certain circumstances, for example where the personal data is no longer necessary for the purpose for which we collected it.
- (e) **Right to object to the Company's processing of personal data.** You have the right, under certain circumstances, to object to the Company's processing of your personal data.
- (f) **Right to restrict the processing of your personal data.** You have the right to require the Company to restrict its processing of your personal data in certain circumstances. For example, if you have denied that your personal data is correct, you can request a restriction on the processing during a period of time which allows the Company to verify whether the personal data is correct.
- (g) **Complaints.** If you have any complaints regarding the Company's processing of your personal data, you are entitled to file such complaints with the Privacy Protection Authority.

If you would like to submit a request for a extract from the register, data portability, correction, deletion, objection or restriction, please contact the Company at info@caldaro.com

9 CHANGES IN THE PRIVACY POLICY

The Company reserves the right to make changes to this privacy policy. Where such changes are made, notice will be provided by email.
