

PRIVACY NOTICE TO JOB CANDIDATES

The purpose of this privacy notice is to inform you what data we collect about you when you apply for a job and/or are considered for a job at 4C, why we process your personal data and on what legal grounds. In this notice we also provide you with information about how long we keep your personal data and what rights you have in relation to the processing.

This notice applies to all individuals applying for or considering employment at 4C Strategies, including agents, independent contractors, consultants and those who are seeking non-permanent positions.

The identity and contact details of the entity that determines the purpose of the processing of your personal data (Controller) is:

4C Group AB: Vattugatan 17, 111 52 Stockholm, +46 (0) 8 522 279 00

If you are applying for/being considered for a job at any one of 4C Group AB's subsidiaries, the entity that determines the purposes of the processing of your personal data together with 4C Group AB (Joint Controller) is the relevant subsidiary:

4C Strategies AB: Vattugatan 17, 111 52 Stockholm, +46 (0) 8 522 279 00

4C International AB: Vattugatan 17, 111 52 Stockholm, +46 (0) 8 522 279 00

4C Europe UK Ltd: 13-14 Buckingham street WC2N 6DF, +44(0)203 318 2706

What information do we collect about you?

Information you give us

You provide us with information about yourself when you apply for a job with us. Generally, this includes:

- **Your name and contact information** such as email address and telephone number so that we can identify and contact you;
- **The job title of the role we are considering you for** so that we can assess your suitability for the role;
- **Personal qualifications** such as education and work experience and performance in employment aptitude or personality tests if we require you to take them, so that we can assess your suitability for the role;
- **Other personal information you may have included in your CV** not mentioned above, such as date of birth, home address, photographs and other details about yourself.

Information we collect about you from other sources

We may also collect, and can process, the following information about you in connection with recruitment processes:

- **Contact information and personal qualifications** from LinkedIn and/or other recruitment services so that we can assess your suitability for a role we are looking to fill;
- **Information about the results of any job aptitude tests we require you to take** so that we can assess your suitability for the role;



- **Footage from video surveillance of you** entering and leaving our offices in Sweden (where applicable) in order to deter unauthorised individuals from attempting to break in or provide law enforcement with information in the event of a break in (in particular with respect to classified governmental projects).

Why do we collect your personal information and for how long do we keep it?

We collect and use your personal information to determine your qualifications for employment or a temporary assignment and to help us reach a recruitment decision, as set out in the table below.

Type of personal data	Purpose of the processing	Legal basis for the processing (“why is the data processing necessary?”)	How long do we keep the data?
Name and personal contact information	To identify you, to verify your information and carry out reference or background checks (where applicable) and to communicate with you.	To pursue our legitimate interests of recruiting employees, and (where applicable) to take steps at your request prior to entering into a contract.	For as long as we may be interested in offering you a job (however no longer than 2 years), unless you ask us to delete the information.
The job title(s) of the role(s) we are considering you for	To assess your suitability for the role(s).	To pursue our legitimate interests of recruiting employees, and (where applicable) to take steps at your request prior to entering into a contract.	For as long as we may be interested in offering you a job (however no longer than 2 years), unless you ask us to delete the information.
Education and job experience (contained in your CV or available through LinkedIn or other public recruitment services)	To verify your information and carry out reference or background checks (where applicable) and to assess your suitability for the role(s).	To pursue our legitimate interests of recruiting employees, and (where applicable) to take steps at your request prior to entering into a contract.	For as long as we may be interested in offering you a job (however no longer than 2 years), unless you ask us to delete the information.
The results of any job aptitude or personality tests we ask you to take	To assess your suitability for the role(s).	To pursue our legitimate interests of recruiting employees.	For as long as we may be interested in offering you a job (however no longer than 2 years), unless you ask us to delete the information.
Footage from video surveillance	To deter unauthorised persons from entering and to provide law enforcement with information in the event of a break-in.	To pursue or legitimate interest of preventing unauthorised access and taking necessary steps in the event of a security breach.	For 3 months after the footage was recorded.

With whom may we share your information?

Controller Affiliates: We may share your personal information with other European companies within the 4C Group with respect to roles we are looking to fill.

Recruitment agencies: We may work with recruitment agencies to identify and approach suitable candidates and may share your personal data with such partners for these purposes. We may also ask recruitment agencies to carry out job aptitude or personality tests and to analyse and inform us about your results.

Other third parties: We may disclose personal information to other external parties in an effort to comply with our legal obligations, regulations or contracts; to respond to a court order or other administrative or judicial process; to respond to lawful requests by public authorities or to defend against potential or actual litigation, as needed; or to sell, assign or transfer all or part of our business.

Where do we store and process your personal data?

We strive to process all job candidate data within the EEA. If we have to transfer personal data regarding job candidates to countries outside the EEA, we make sure that the transfer complies with applicable data protection laws. Any transfer made to a country not determined by the European Commission as providing an adequate level of protection for personal data, will be governed by an agreement which covers the EU requirements for the transfer of personal data outside the EU, such as the European Commission approved standard contractual clauses.

How do we keep your personal data safe?

We take our responsibility to keep your personal information safe and secure very seriously. We limit access to those individuals within the 4C Group who have a legitimate business interest for processing your personal data. We also work continuously on ensuring that we have the proper technical safeguards in place with respect to the processing of each type of personal data we store about you.

Your rights to access, rectification and erasure

Your right to object to the processing: You have the right to object to any processing carried out based on legitimate interests pursued by us or third parties.

Your right to access your data: You may request a transcript of records if you would like to know and verify the information we process with respect to yourself.

Your right to rectify your data: You have the right to require that we correct any inaccurate or incomplete information we process about you.

Your right to request that we restrict or erase your data (“right to be forgotten”): You have the right to request that we restrict or delete your personal data, insofar as this personal data is no longer necessary for the purpose it was collected. However, certain legal obligations may prevent us from immediately deleting parts of your data, in which case we will inform you about these reasons.

You can reach us at dataprivacy@4cstrategies.com

If you have further questions or want to make a complaint

If you have any further questions or do not agree with the way we process your data, please reach out to us at dataprivacy@4cstrategies.com and we will try to resolve the issue. You also have the right to report your concerns to the relevant supervisory authority as set out below.

Job candidates in Sweden (4C Group AB, 4C Strategies AB and 4C International AB):

Datainspektionen

Phone: 08-657 61 00

E-mail: datainspektionen@datainspektionen.se

Post: Datainspektionen, Box 8114, 104 20 Stockholm

Job candidates in the UK (4C Europe UK Ltd):

Information Commissioner’s Office

Helpline: 0303 123 1113 (local rate – calls to this number cost the same as calls to 01 or 02 numbers)

Online reporting service: <https://ico.org.uk/concerns/handling/>

