

Information for candidates

PRIVACY POLICY





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1. Who collects and processes the data you submit?

Who collects and processes the data you submit?

The data that you register and save in our Masterhelp recruitment tool will be processed for recruitment purposes by companies in the Intenso Group, in the first instance by Säljpoolen i Sverige AB and Intenso Teknikrekrytering AB. If you are applying for a vacancy, your data will possibly also be processed by the recruiting employer, its associated Group companies and in certain cases by its business partners (hereinafter “recruiting employer”).

The recruiting employer is the party responsible for processing that takes place when you apply for a vacancy. Säljpoolen i Sverige AB or Intenso Teknikrekrytering AB is then the processor for the recruiting employer. You will in most cases find the contact details for the recruiting employer in the job advertisement. You can also contact the recruitment consultant responsible, Säljpoolen i Sverige AB or Intenso Teknikrekrytering AB on +46 (0)31-7045170, info@saljpoolen.se for more information.

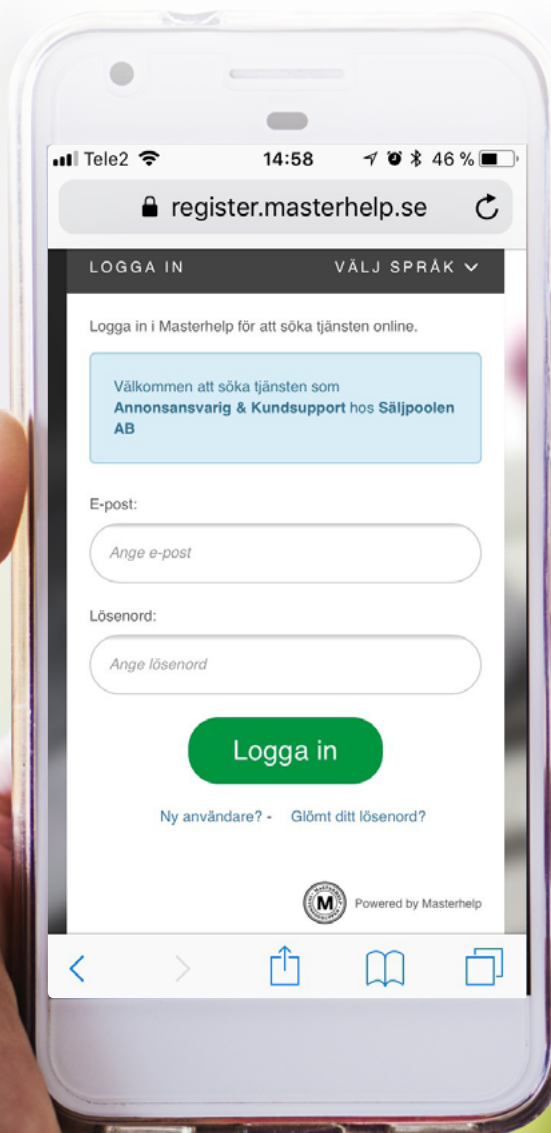
Säljpoolen i Sverige AB and Intenso Teknikrekrytering AB are jointly responsible for any other processing of personal data in Masterhelp.

2. For what purposes is the data you submit processed?

Masterhelp is a tool that is used in a recruitment context. Depending on what you choose to do in Masterhelp, your data is processed for one or more of these purposes:

- Recruitment for a vacancy
- To receive job tips
- Fast track for candidates who have been interviewed and recommended
- Previously registered matching profile
- Newsletters
- To obtain new consents

If you only want to save your login in the system, we will not contact you with any job tips or send any mailings. Your registered data is, however, saved in accordance with the same principle as "Receive job tips".





2.1. Recruitment for a vacancy

If you choose to apply for a vacancy through the Masterhelp recruitment tool, Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group and/or recruiting employers will process data about you in order to:

- carry out recruitment for the position in question and subsequently enable the recruiting employer to conclude an employment contract with one or more people who applied for the position. Processing takes place as a preparation for the subsequent employment contract and is based on Section 10 a) of the Swedish Personal Data Act (1998:204, PUL) and Article 6.1 b) of the General Data Protection Regulation (2016/679, GDPR).
- the recruiting employer must be able to show that there was no discrimination in the recruitment process in the event that you or another applicant were to appeal a decision to offer employment. Processing takes place on the basis of a legitimate interest and with the support of Section 10 f) PUL and Article 6.1 f) GDPR.

2.2. Receive job tips

You can use the Masterhelp recruitment tool to save your contact details, CV and documents to facilitate your job search. You can also create a matching profile in order to receive more relevant tips from Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group or recruiting employers about jobs that we believe match your profile. This means that you do not have to submit information about yourself several times and it also speeds up the recruitment process. This is absolutely voluntary and processing only takes place if you consent to it. It is based on Section 10, Subsection 1 PUL and Article 6.1 a) GDPR.

2.3. Fast track for candidates who have been interviewed and recommended

If you are one of the candidates who has undergone interviews and/or tests at Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group or recruiting employers, we can also use the data we have about you in order to

- match your profile with other vacancies and tip you off about them or
- speed up and simplify the process when you apply for a vacancy.

This means that you do not have to submit information several times and in some cases attend interviews and take tests several times. It makes it easier for us to quickly find the right candidate for the position. Processing takes place in your, our and recruiting employers' interest and with the support of Section 10 f) PUL and Article 6.1 f) GDPR.

2.4. Previously registered matching profile (before 25 May 2018)

If you are one of those candidates who already completed our matching profile to receive job tips, we can also use the data we have about you in Masterhelp in order to:

- match your profile with other vacancies and tip you off about them.

This makes it easier for you to quickly receive information about the positions you yourself chose to receive tips about when they become available. Processing takes place in your, our and recruiting employers' interest and with the support of Section 10 f) PUL and Article 6.1 f) GDPR.

2.5. Newsletters

You can also choose to receive newsletters with relevant tips and ideas on subjects like, for example, how to achieve greater success in your professional role, how to find your dream job and so on.

This is absolutely voluntary and processing only takes place if you consent to it. It is based on Section 10, Subsection 1 PUL and Article 6.1 a) GDPR.

2.6. To obtain new consents

In cases where Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group are currently processing personal data about you with the support of your consent, we will in some cases need to obtain new consent from you. During the period when we are trying to contact you to give you the opportunity to decide whether you want to provide your consent, we will save the data we have about you in Masterhelp. Only selected employees of ours will have access to this data and it will not be processed for this purpose for any longer than is necessary or at the latest until 25 November 2019. Processing takes place in your, our and recruiting employers' legitimate interest and with the support of Section 10 f) PUL and Article 6.1 f) GDPR.



3. How will data about you be collected and processed?

3.1. Recruitment for a vacancy

Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group and recruiting employers will collect data about you as well as photos from, for example, the application form, your application documents and responses to selection questions, and also through phone calls, interviews, tests, the checking of references and in some cases background checks (e.g. via register extracts from government agencies) before a possible offer of employment.

Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group and recruiting employers will process data about you by, for example, collecting, saving, reading, processing, updating, comparing against job specifications produced and contacting you. In cases where Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group are responsible for recruitment, we will transfer the data to the recruiting employer after receiving your consent.

If it were to become relevant, data about you may also be used in connection with you or another applicant appealing a decision to offer employment.

3.2. To receive job tips and fast track for candidates who have been interviewed and recommended

Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group and recruiting employers will collect data about you as well as photos from, for example, the application form, your application documents and responses to selection questions, and also through phone calls, interviews, tests and the checking of references.

Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group and recruiting employers will process data about you by, for example, collecting, saving, reading, processing, updating, comparing against job specifications produced and contacting you, for example via mailings, personal contact and via social media. In cases where Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group are responsible for recruitment, we will transfer the data to the recruiting employer after receiving your consent.





3.3. Previously registered matching profile

Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group may collect data about you from your matching profile, but also, for example, from the application form, your application documents and responses to selection questions, and also through phone calls, interviews, tests and the checking of references.

Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group may process data about you by, for example, collecting, saving, reading, processing, updating, comparing against job specifications produced and contacting you, for example via mailings, personal contact and social media. In cases where Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group are responsible for recruitment, we will transfer your data to the recruiting employer after receiving your consent.

3.4. Newsletters

If you choose to save your contact details in the Masterhelp recruitment tool and subscribe to our newsletter, Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group will process data about you by, for example, collecting, saving, reading, processing, updating, comparing and using it for mailings about relevant tips and ideas.

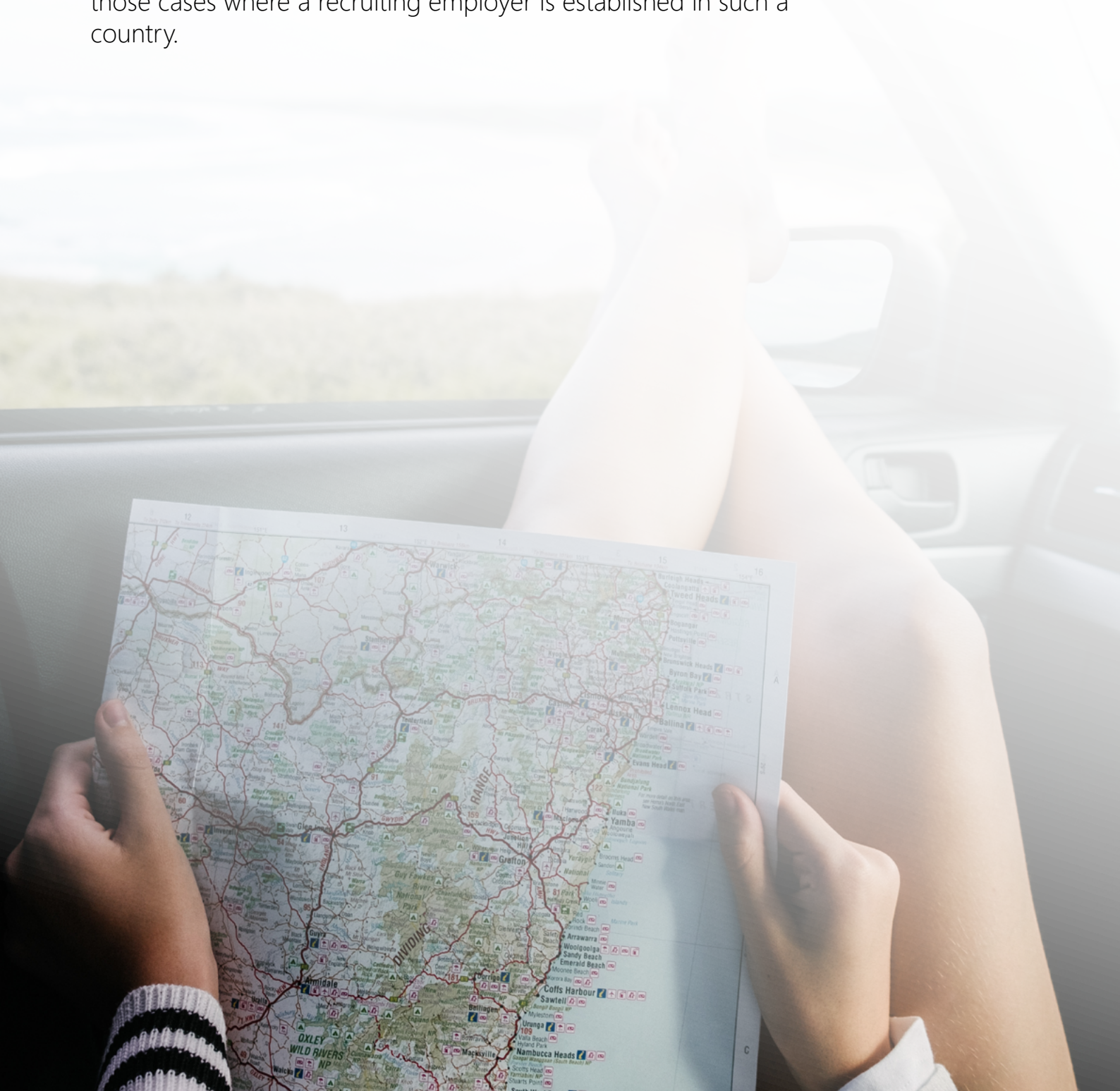
3.5. To obtain new consents

In cases where it is needed, we will process the data we have about you in Masterhelp during the period when we are trying to contact you to give you an opportunity to provide consent for continued processing. For a period of six months, from 25 May 2018, we will process the data in the same way as described above. We will then only process your data by saving it and using it in order to contact you so that you have the opportunity to provide your consent.



4. Will the data you have submitted be transferred to countries outside the EU/EEA?

All data in Masterhelp is saved on servers within the EU/EEA. Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group will not transfer data about you to countries outside the EU/EEA, with the exception of those cases where a recruiting employer is established in such a country.





5. How long will the data you submit be saved?

5.1. Recruitment for a vacancy

The data you have submitted will be saved by Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group or recruiting employers for as long as it is possible for an applicant who has not been offered the position to appeal the decision to offer employment, i.e. for approximately two years after the position in question has been filled.

You can choose to withdraw your application at any time during an ongoing recruitment process. Even if you choose to do this, data about you may be saved for the reason described above.

5.2. To receive job tips

If you have given your consent to receiving job tips, Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB and other companies in the Intenso Group or employers selected by you will save the data you submit for as long as it is needed or until you withdraw your consent.

If you find employment with a recruiting employer, Säljpoolen i Sverige AB, Intenso Teknikrekrytering AB or with other companies in the Intenso Group, your job tips via mailings will be paused until you choose to activate them once more. Your data will, however, be saved in accordance with the principles of recommended candidate or in accordance with the consent you gave for job tips.

5.3. Fast track for candidates who have been interviewed and recommended

If you are one of those candidates who has been interviewed in a recruitment process, we will save your data for up to four years after you were most recently involved in a recruitment process in Masterhelp.

If you are one of our recommended candidates, we will save your data for up to eight years after you were last recommended for a given role/position.

You can contact us at any time and ask us to rectify or erase this data.

5.4. Previously registered matching profile

If you are one of those candidates who has already registered a matching profile in order to receive job tips, we will save your data for up to four years after 25 May 2018. If you are applying for a vacancy that you were tipped off about, your data will be saved as described under recruitment for a vacancy, to receive job tips and fast track for candidates who have been interviewed and recommended.

You can contact us at any time and ask us to rectify or erase this data.

5.5. Newsletters

If you choose to save your contact details in Masterhelp and subscribe to our newsletter, the data will be used for as long as is necessary to be able to send these mailings. This means that you will receive newsletters until you choose to unsubscribe.

You can contact us at any time and ask us to rectify or erase this data.

5.6. To obtain new consents

In cases where it is needed, we will process data during the period when we are trying to contact you to give you an opportunity to provide your consent. This processing will continue until no later than 25 November 2019.

You can contact us at any time and ask us to rectify or erase this data.

Contact details

You can contact Säljpoolen i Sverige AB or Intenso Teknikrekrytering AB on +46 (0)31-7045170, info@saljpoolen.se





6. Personal and non-personal identification information when visiting our site

6.1. Personal identification information

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, fill out a form, and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, phone number and other non-sensitive information when register. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

6.2. Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.



7. Web browser cookies and links to other sites

7.1. Web browser cookies

Our Site may use cookies to enhance User experience. Users web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

We also use cookies for analysis and marketing purposes, in order to offer you relevant content.

7.2. Links to other sites

Please be aware that while visiting our site, visitors can follow links to other sites that are beyond our sphere of influence. Intensogruppen AB is not responsible for the content or privacy policy of these other sites.



8. Do you have the right to access the data we have about you and to rectify or erase it?

You have the right at any time to request access to the data we have about you, to request rectification, erasure or restriction of the processing of data about you or to object to processing in some other way. You also have the right to data portability in respect of data about you. You can find our contact details above.

Data that we advise you not to submit about yourself or others in free text or in your application documents!

We would ask you as a candidate to avoid including sensitive personal data in free text when submitting an application, such as responses to selection questions, in your CV, personal statement or in any other documents that might be used.

What is sensitive personal data?

Sensitive personal data is data that reveals race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and personal data relating to health or sex life. Data about health may include, for example, sick leave, pregnancy and medical appointments.



9. What can you do if you have comments about how we process the data you have submitted?

If you have any comments about how we are processing the data we have about you, you are welcome to contact us.

You will in most cases find the contact details for the recruiting employer in the job advertisement. You can also contact the recruitment consultant responsible, Säljpoolen i Sverige AB or Intenso Teknikrekrytering AB on +46 (0)31-7045170, info@saljpoolen.se for more information.

You can also contact the Swedish Data Protection Authority if you wish to lodge a complaint.





Peace of mind when applying for jobs through
Säljpoolen and Intenso Teknikrekrytering.

You can find more info about us at
www.saljpoolen.se or www.intenso.se

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