



THE PRIVACY POLICY OF INTENSOGRUPPEN

Masterhelp Recruitment System

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**1.**

Utilization of personal data and accountability for personal data

Masterhelp is a recruitment tool utilized by employers, provided by Intensogruppen, namely Säljpoolen i Sverige AB (“Säljpoolen”), Intenso Teknikrekrytering AB (“Intenso”), Intensogruppen Teknikrekrytering i Syd AB, and Intensogruppen AB. The personal data stored in Masterhelp serves both recruiting employers and Intensogruppen.

Intensogruppen is the entity responsible for personal data processing related to job tips, newsletters, and internal recruitment activities. Recruiting employers, on the other hand, are accountable for personal data in their separate recruitment processes, which occur independently of Intensogruppen. Further details on the personal data processing by Intensogruppen and recruiting employers are outlined in section 2 below.

Within this data protection notice, you will discover details regarding the processing of personal data within Masterhelp, as well as insights into the rights available to you as a registered user.

2.

Treatment information

Depending on your chosen registration method in Masterhelp, your personal data is processed for one or more specific purposes. The accountability for managing your personal data lies with the legal entity that defines the processing purposes and methods, which is shared between Intensogruppen companies and the recruiting employer. The allocation of personal data responsibility within Masterhelp is detailed below.



2. Treatment information

Intensogrupperns accountability for personal data and objectives.

Intensogruppen is the entity responsible for personal data processing related to job tips, newsletters, and internal recruitments. The specific company within Intensogruppen handling personal data bears responsibility for this data. Personal data processing within Intensogruppen is conducted for specific purposes.

2.1. Recruitment for available positions

Performed treatments

Recruitment procedures for a posted job position involve conducting interviews and assessments to prepare for hiring by prospective employers.

Confidential information

Submitted application documents include a CV, interview responses, test answers, personal letter, contact information (email, home address, date of birth), and, in certain instances, background check with register extracts from authorities. Contact information for references is also provided.

Team assistance

Legitimate interest, Article 6.1 f GDPR. The legitimate interest involves evaluating the candidate for employment with a recruiting employer. By engaging in Masterhelp, the candidate has indicated an interest in employment.

Duration of storage

28 months after the recruitment post has been filled, which is the period during which a candidate has legal recourse to challenge a hiring decision (24 months), plus an additional four months for implementation.



2. Treatment information

2.2. Accelerated pathway for interviewed and endorsed candidates.

Performed treatments

Data provided in recruitment projects may be utilized to align your profile with other available positions.

Confidential information

Submitted application materials include a CV, interview responses, test answers, personal statement, and contact details such as full name, email, home address, and date of birth.

Team assistance

Legitimate interest, Article 6.1 f GDPR. The legitimate interest involves aligning a registered candidate with an advertised position. Intenso facilitates the matching of the appropriate candidate with the suitable position through a streamlined process. By engaging in Masterhelp, the candidate has indicated an interest in pursuing employment.

Duration of storage

Unless deletion is requested, 48 months after your last relevance in a recruitment process at Masterhelp.

Recommended candidates are retained for a maximum of eight years following the most recent recommendation for a specific role or position.



2.

Treatment information

2.3. Personality assessment

Performed treatments

In relation to specific recruitment initiatives, we disclose your personal information to a subcontractor conducting personality assessments. This is done to assess you as a candidate in the recruitment process.

Confidential information

Full name, email, and phone number.

Team assistance

Legitimate interest, Article 6.1 f GDPR. The legitimate interest involves assessing a candidate's suitability for a specific position in a recruitment process. Through participation in Masterhelp, the candidate has indicated an interest in employment.

Duration of storage

Personality test results are retained for a period of two years in accordance with the Discrimination Act.



2. Treatment information

2.4. Background verification

Performed treatments

In relation to specific recruitment initiatives, we disclose your personal information to a subcontractor responsible for conducting background screenings. This is crucial to verify your eligibility for a particular role.

Confidential information

Personal identification number.

Team assistance

Legitimate interest, Article 6.1 f GDPR. The legitimate interest involves assessing your suitability for a service of a sensitive nature.

A distinct consent is obtained from you as a candidate for the background check.

Duration of storage

Investigation material during security checks is managed by a subcontractor. Intensogruppen does not retain the results of a finished background check. The retention period is up to 7 days from receipt by our supplier.



2. Treatment information

2.4. Job tips

Performed treatments

When registering a matching profile, Intensogruppen and recruiting employers offer job advice on positions that align with your profile.

The aligned profile streamlines the recruitment process, eliminating the need for redundant data entry.

You have the option to restrict additional job recommendations from specific employers.

When employed, job tips are suspended until you opt to reactivate them.

If you solely wish to save your login information in the system, Intensogruppen will refrain from contacting you for job advice or newsletters.

Confidential information

Full name, gender, date of birth, language proficiency, phone number, address, email, resume, industry experience and interests, desired positions, education level, preferred work location, and any additional documents submitted by the applicant.

Team assistance

Consent under Article 6.1(a) of the GDPR.

Duration of storage

Until consent for job tips is revoked.



2.

Treatment information

2.6 Newsletter

Performed treatments

Intensogruppen distributes newsletters through email or SMS containing advice on enhancing professional success and achieving your ideal job.

You always have the option to cancel your subscription via email.

Confidential information

Email, telephone number.

Team assistance

Consent under Article 6.1(a) of the GDPR.

Duration of storage

Until consent for the newsletter is withdrawn.



2.

Treatment information

2.7. Website usage

Performed treatments

Personal and non-personally identifiable information is gathered to tailor content and offer unique features.

Information regarding cookies is available in a separate section here.

Confidential information

Contact details provided during registration, browser name, computer type, operating system, and internet service provider information.

Team assistance

Legitimate interest, Article 6.1 f of the GDPR, involves the storage of information about website users for security purposes.

Duration of storage

The storage duration varies and is specified per cookie in our cookie policy.



2.

Treatment information

2.8. Legal obligation or legal process.

Performed treatments

Candidate information may be utilized to meet a legal obligation as per legal requirements or authoritative directives. Data might also be necessary for defending or asserting legal claims.

Confidential information

Collected application materials and gathered candidate contact details.

Team assistance

Legal obligations and legitimate interests under Article 6.1(c) and (f) of the GDPR involve defending and asserting legal claims, with data necessity evaluated on a case-by-case basis.

Duration of storage

If needed, in compliance with legal mandates or the duration of legal processes.



2.

Treatment information

2.9. Reorganization, merger, or sale of a company

Performed treatments

Candidate information may be disclosed to another entity in relation to a potential reorganization, merger, or sale of the company.

Confidential information

Candidate details recorded in Masterhelp.

Team assistance

Legitimate interest, Article 6.1 f GDPR. The processing is essential for Intensogruppen to implement organizational measures for the business.

Duration of storage

Meanwhile, the aforementioned action is ongoing.



2. Treatment information

2.10. Demonstrating compliance with discrimination laws

Performed treatments

Candidate data is retained to evidence non-discrimination in the hiring process.

Confidential information

Collected candidate contact information and processed application documents.

Team assistance

Legal requirement to adhere to anti-discrimination laws, Article 6.1 c GDPR.

Duration of storage

28 months after the position was filled.



2. Treatment information

Employer's responsibility and objectives in handling personal data of recruits

Employers responsible for recruiting are accountable for processing personal data in their recruitment endeavors. Intensogruppen, serving as the Masterhelp provider, acts as the personal data processor for these operations, with the terms for data processing outlined in the agreement between the parties. The processing of personal data by the recruiting employer is conducted for specific purposes.

2.11. Own recruitment initiatives

Performed treatments

Employers utilize Masterhelp as a recruitment tool, conducting independent recruitment in specific projects.

Confidential information

Candidate details including resume, application materials, and contact details.

Team assistance

Contractual fulfillment, Article 6.1(b) of the GDPR.

Duration of storage

28 months after the position was filled.



3. **Personal data and confidential information**

The FIntenso group only deals with social security numbers when clearly justified for the intended purpose, essential for secure identification, or for other significant reasons.

The social security number is utilized, for instance, during the login process with Bank ID. Intensogruppen does not retain your social security number when Bank ID is used as a login method.

Intensogruppen is stringent in handling sensitive personal data, such as health information, trade union membership, and religious affiliation. It only processes such data when essential and legally supported.

4. **Personal data protection**

Intenso Group employs technical and organizational measures to safeguard personal data in Masterhelp. These measures aim to protect personal data from unlawful or unauthorized handling, including access, loss, destruction, or damage. Data access is restricted to roles requiring it for their responsibilities.

Intensogruppen consistently assesses systems, procedures, and policies to guarantee the adequate protection of personal data.



5. Recipients and transfers to foreign countries

Intensogruppen shares personal data with recruiting employers who utilize the service. Recruiting employers, in return, may share information with their affiliated companies or partners.

Intensogruppen does not share personal data outside the EU/EEA. Personal data is shared with suppliers for development and maintenance, namely Coegi and Sylog, who do not transfer personal data outside the EU/EEA in their operations.

Masterhelp stores personal data in Microsoft Azure's cloud solution in Northern Europe, within the EU/EEA.

6. The privileges of a registered user

As a registered user, you possess various rights concerning your personal data. To assert your rights, you may contact Intensogruppen at any time. Intenso Teknikrekrytering AB serves as the contact entity for Intensogruppen in this matter; refer to the contact details in section 7 below.

Information Rights

You are entitled to receive information about how we handle your personal data. This is achieved through our data protection details and by addressing any inquiries you may have.



6. The privileges of a registered user

Access Right (Extract from Register)

You are entitled to inquire about how Intensogruppen handles your personal data and to obtain a copy of it, known as a register extract. This document will provide details on the processing of your personal information.

To obtain a register extract, please email info@intenso.se. Ensure to use the email address linked to your Masterhelp account and include "Register extract GDPR" in the subject line.

Right to data portability

In situations where we process your personal data for contract fulfillment or with your consent, you are entitled to request a copy of the data we hold about you to facilitate the transfer of your personal information to another party.

Rectification right

We consistently aim for the accuracy and currency of your data in Masterhelp. You are entitled to request the rectification of inaccurate information or the completion of incomplete information.

Limitation right

If you suspect inaccuracies in the information we hold about you, believe our processing is unlawful, or deem processing unnecessary for a specific purpose, you are entitled to request limitations on our data processing. You may also ask for a halt in data processing while we investigate this matter or your right to object to specific processing.



6. The privileges of a registered user

Right to object to the processing of personal data

You have the right to raise objections to processing grounded on a legitimate interest (Article 6.1 f GDPR) by citing your personal circumstances. Furthermore, you retain the option to object to our utilization of your personal information for direct marketing purposes. Should you choose to opt out of marketing, we will cease sending you promotional materials.

Right to object to automated decisions significantly affecting you

You are entitled to challenge an automated decision by Intensogruppen if it carries legal implications or significantly impacts you in a similar manner. Automated decisions may include automated candidate assessments or automated position assignments. Intensogruppen does not engage in automated decision-making.

Right to revoke consent

If your personal data is processed based on consent, you have the freedom to withdraw it at any time. Upon withdrawal, the processing will cease, including activities like sending newsletters or job tips.

Right to lodge a complaint

If you wish to file a complaint regarding the processing of your personal data by Intensogruppen, you may lodge a complaint with the Swedish Data Protection Authority, the overseeing body. Complaints can be emailed to: imy@imy.se.

For further details on your rights and regulations concerning the handling of personal data, please visit <https://www.imy.se>.



6. Get in touch

Säljpoolen in Sweden AB, reg. No. 556354-3726 Intenso
Teknikrekrytering AB, reg. no. 556765-2762 Intensogruppen AB, reg.
no 556995-8662 Intenso Teknikrekrytering South AB reg no
559216-7620

Klippan 1A, 414 51 Gothenburg is the data controller for the
processing of your personal data outlined in this information text
and is accountable for ensuring compliance with prevailing data
protection laws.

Email: info@intenso.se or [031-704 51 70](tel:031-7045170).

The text was revised on June 5, 2024.