

Recruitment Privacy Policy

This privacy policy was last updated on May 22, 2018.

At HMS Industrial Networks we place great importance on the protection of your personal data and want to be transparent regarding how personal data is collected, processed and shared by us.

Personally Identifiable Information refers to any data that can be related to you as a person and processing refers to all our handling, including the use of it, storage and possible 3rd party transfer.

This privacy policy covers our recruitment process managed from Sweden.

The policy may be updated from time to time and you will always find the latest version on our recruiting web site.

1 Information we collect and process about you

To be able to evaluate you as a candidate for a job we need to process some information about you.

This information is only used for the recruitment process and no other purposes.

We base all processing during recruitment on your consent allowing us to handle the data, you have the right to recall this consent at any time.

1.1 At the time you apply for a job

We process the following information that is submitted by yourself or a recruiter, in case we use an external partner, during the recruitment process.

- Name and contact information (Mail, Address, Phone numbers etc.)
- Information in personal letter and CV that you provide

Your personal data will be kept in confidence and we will hold it as long as necessary for the recruitment process and for a period not exceeding 2 years thereafter. We store the information for 2 years referring to the Swedish law of negotiation order (förhandlingsordningen).

1.2 If you are selected for an interview

If you are selected for an interview we may, for some positions, perform tests that are computer-based, like personality tests or testing of skills. You always get information about the test before you are invited.

The results from these tests are stored for maximum one year after the recruitment process ends.

2 External data processors

We use external data processors to provide us with different services, including:

- IT service providers (Hosting, back-up, cloud solutions etc.)
- Companies providing testing services
- Recruitment companies (specific positions)

These service providers are only allowed to process information on behalf of HMS and as specifically instructed by us.

3 Protection of your data

For us it is important that your data is safe. We use up-to-date data protection mechanisms and has a good security posture.

HMS Industrial Network entities ensure due care and take appropriate organizational and technical measures to protect the confidentiality and integrity of the personal data and communication data provided, collected and/or stored on our systems and shall not retain it any longer than permitted in order to perform its services or as required under relevant legislation.

Your personal data can only be accessed by authorized employees of HMS Industrial Network that need to have access to this data in order to be able to fulfil their given duties.

4 Data storage and location

Your application is stored on servers within the EU/EEA.

When performing tests during recruitment, the test service provider may store data outside EU/EEA. Such transfer is only made if the recipient of the data is located in a country which provides an adequate level of protection following a European Commission adequacy decision or if appropriate safeguards as within the EU have been provided by executing standard contractual clauses.

5 Your data – your rights

You have the right to know what information we process about you and the right to have your information corrected or deleted unless we have a legal duty to keep it.

You can withdraw your consent for processing at any time and we will delete the data.

If you want to exercise one of your rights, please contact us using the contact information below.

6 Data controller and contact information

Do not hesitate to contact us in case you have questions on how we handle your data.

The main data controller for information we process is:

HMS Industrial Networks AB
Att: HR Department / Data protection

PO Box 4126
SE-300 04 Halmstad
Sweden

loo@hms-networks.com

7 If you have complaints

In case you do not think we have fulfilled our obligations you have the right to lodge a complaint with a supervisory authority.

For HMS Industrial Networks AB, the supervisory authority is:

Datinspektionen
Box 8114
104 20 Stockholm
Sweden

<https://www.datinspektionen.se>