

# PRIVACY POLICY

## Job Seekers



ACTE AS

Version 1.0, updated on 01-05-2018

### 1 INTRODUCTION

When you apply for employment in ACTE AS (“**the Company**”), the Company collects certain personal data about you. This privacy policy aims that you as a job seeker shall be provided with information about how the Company handles your personal data, and that you should feel reassured that the processing will occur in accordance with the General Data Protection Regulation and other applicable personal data legislation. The privacy policy also describes your rights in relation to us and how you can exercise your rights.

### 2 WHO IS THE CONTROLLER?

The Company is the controller for the processing of your personal data that is performed by the Company or on behalf of the Company.

You will find the Company’s contact details below.

ACTE AS, Org nr 923 148 442

Instituttveien 8, 2007 Kjeller

Norway

+47 48 15 86 87

In connection with questions about the Company’s processing of your personal data, please contact Jan Engemoen at [gdp@acte.no](mailto:gdp@acte.no).

In the event that you have applied for the position through a recruitment company, the recruitment company may also be the controller for any processing that the recruitment company performs before you are presented as a candidate for the Company, and otherwise for other purposes that are not related to your job application to the Company.

### 3 TYPES OF PERSONAL DATA THAT ARE BEING PROCESSED

The Company processes the following personal data about you.

- Name
- Phone number
- E-mail address
- Address
- CV
- Interview notes

The processing of the personal data is necessary in order for the Company to be able to conduct the recruitment process. In the event that the requested data are not provided, the Company cannot process your application.

#### **4 WHAT DOES THE COMPANY USE YOUR DATA FOR?**

The Company processes your personal data in order to assess your application and conduct the recruitment process. The legal ground for the processing is a balancing of interests, where the Company's legitimate interest in processing the data is because it is necessary for conducting the recruitment process.

We will save your personal data for possible future recruitment needs if you have specifically consented to this.

#### **5 WHICH RECIPIENTS ARE WE GOING TO SHARE YOUR DATA WITH?**

The Company may transfer your personal data to the recruitment company that is handling the recruitment process. These recipients only have the right to process your personal data on behalf of the Company in connection with performing a service for the Company. Please note, however, that the Company is not responsible for data collected independently by the recruitment company, and which the recruitment company processes on its own behalf. The Company takes all reasonable legal, technical and organisational measures in order to ensure that your data are handled securely and with an adequate level of protection during transfer to or sharing with selected third parties.

The Company can also provide your personal data to public authorities if we are obliged to do so by law. In the case that all or parts of the Company's operations are sold, the Company can transfer your personal data to a potential buyer of the operations.

#### **6 WHERE ARE WE PROCESSING YOUR DATA?**

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

#### **7 HOW LONG WILL WE SAVE YOUR DATA FOR?**

The Company saves your personal data until the recruitment process is completed. In the event that you have consented that we save your data for future recruitment needs, we will save your data during the period specified in the consent.

The Company can also save your personal data after the conclusion of the recruitment process if it is necessary to meet a legal obligation that needs to be processed by applicable law, or in order for the Company to be able to establish, exercise or defend legal claims.

#### **8 YOUR RIGHTS**

You have certain statutory rights that you can exercise in relation to the Company. A summary of these rights follows below. For complete information about your rights, please see the General Data Protection Regulation, Chapters 3–5.

- **Right to access/extract from register.** You have the right to get answers about whether the Company processes personal data about you. If this is the case, you have the right to information about, among other things, what personal data are being processed, the purpose, which external recipients receive your personal data and how long we save your personal data for.
- **Right to data portability.** You have the right to request 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 request that the Company transfer these personal data to another controller. 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 you are party to.

- **Rectification of inaccurate data.** You have the right to request that the Company rectify inaccurate or incomplete information about you.
- **Erasure of certain data.** You have the right to request that the Company erase your personal data under certain circumstances, e.g. if the personal data are no longer necessary for the purpose we collected the personal data for.
- **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.
- **Right to restriction of processing your personal data.** You have the right to request a restriction of the Company's processing of your personal data in certain cases. For example, if you have contested the accuracy of your personal data, you can request a restriction of the processing during a period of time to enable the Company to verify the accuracy of the personal data.
- **Complaints.** If you have a complaint about the Company's processing of your personal data, you have the right to lodge such a complaint with the Norwegian Data Protection Agency (Datatilsynet).

If you want to make a request for an extract from the register, data portability, rectification, erasure, objection or restriction, please contact the Company at [gdpr@acte.no](mailto:gdpr@acte.no).

## **9 CHANGES TO THE PRIVACY POLICY**

The Company reserves the right to make changes to this privacy policy. If such changes are made, notification of this will be provided via e-mail.

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