

# Privacy policy for job seekers at CityMaid Hjemmeservice AS

**Last update: 11.07.2019**

## Introduction

Hanne Kristin Nordhagen is CityMaid Hjemmeservice AS's Data Controller responsible for data processed by the company.

Through this privacy statement you will receive information about which personal information we process, how this information is processed and what rights you have in connection with it.

## Personal information we process and the purpose of this

When you apply for a job with us, we will process a number of personal information about you through our employment process. Some of these details is given us by you, while others come from third parties, see below.

In our systems, name, age, gender, residence address, e-mail address and telephone number are registered. We get this information from you.

We also process information from your application and CV. The same applies to your diplomas and certificates, as well as statements from references and our own reviews of you. Some of this information we get from you, some information is obtained from references and other information is a result of reviews we have made.

The purpose of processing the personal data is to carry out a correct and good employment process, so that the best qualified jobseeker can be hired.

## Legal basis for processing your personal information

The most important legal basis for us to process your personal information about you is the EU Regulation on Privacy Policy Article 6 (b). On the basis of your application, it is hereby possible to implement measures before any agreement is entered.

If it is appropriate to keep information about you after the employment process is completed, we will request your consent. Consent is a basis for treatment pursuant to Article 6 (a) of the EU Regulation. You will be able to withdraw any consent at any time.

If, in connection with the hiring process, specific categories of personal data (sensitive information) are processed, the basis for this EU regulation is Article 9 (2) (b).

## We share your personal information with these:

CityMaid Hjemmeservice uses data processors who process personal information about job seekers on our behalf. Here is an overview of the most important categories of such data processors that we deal with:

- Companies that run our IT systems: AvantIt and Braathe

## **Where in the world do we process information about you?**

Your personal information is stored on servers that are located in Norway and in Sweden

## **We store your personal information for a period of time**

The personal information about the applicants who are not hired will be deleted when the employment process is completed, unless we obtain the consent to keep the information for a longer period. In such cases, the retention period will be given in the consent.

## **Your rights as a job seeker**

As a job seeker, you have more rights under the privacy policy. Here is an overview of the most important ones. If you have any questions about this, please contact our GDPR manager, see contact info at the bottom.

You can request information about how we process your personal information, and you generally have the right to access the information we process about you. If you discover errors in information about you, you may require that these be corrected. You can also demand that information be deleted, but this does not apply where we believe there is a legal basis for retention.

If you disagree with the processing of personal information we do, you can appeal to us and you also have the opportunity to appeal to the Data Inspectorate. To clarify any misunderstandings, we encourage you to first address this with us through our contact person (see contact info at the bottom).

If you want to use your rights and contact us about this, we will give you feedback as soon as possible and no later than 30 days.

## **Contact information**

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