

General Terms for Process of Applications to Iptor

On this page you will find information on how Iptor handles and processes personal data within the scope of application management and recruitment process.

Applications to Iptor

If you email an application to Iptor either directly (through our website careers page or through a direct contact in our organization), via LinkedIn, other social media, or via a recruitment agency, the following applies to the processing of your application:

- An Iptor job ad is always in English, which is our corporate language. If your application or CV is in any local language, your application will not be included in the recruitment process.
- In general, we do not process applications from a person residing in another country than the one the recruitment is for.
- Only the personal information you have provided in the application, CV, or other attached documents will be processed. You should only provide us with information that is relevant for your application and the specific job description in the job advertisement.
- If you have applied to an advertisement via LinkedIn, other social media, or job portal, Iptor HR staff will process your CV on LinkedIn or similar or job portal as part of the recruitment process documentation.
- Personal information in your application will be dealt with confidentially and only by Iptor HR staff, hiring manager and business owners, who are involved in the recruitment process.
- The purpose for collecting personal data is to be able to assess and contact candidates, who are interested in and qualified for the specific position (and possibly future relevant available positions).

General on Personal Data

The processing of received applications take place within the frame of the EU GDPR from 25th May 2018.

Sensitive Data

You must not send us sensitive data about e.g. religion, race, political views, union membership, sexual orientation or health. That kind of information we are not allowed to process, and if we discover any kind of such data in your application, we will then immediately remove your application from the ongoing recruitment process.

Where are your data stored?

As data controller for your personal information, the data are stored on systems controlled by Iptor Holding AB and its affiliates being data processors. The servers are placed in one of IBM's data centers in Denmark with high level of security.

Sharing of your personal data

Iptor will never share outside the company any personal data, we have received from you. Exception is in reference taking as last step before possible contract, where the contact details will be supplied by yourself. In phone call with the contact we will ask about your former employment period. No sensitive data will be discussed.

Insight into your information

According to GDPR you have the right to see what information we are processing about you. If you wish to see the information Iptor is processing about you in the recruitment process, you can contact us via

privacy.notification@iptor.com.

If it turns out that the information is incorrect or misleading, you have the right to ask us to correct or erase the data. Besides you can also at any time inform us, that information about you must no longer be processed.

Erasure of your data

We are processing your personal data in our systems as long as we have a concrete and business purpose for doing so, and we might store also your personal data after expiry of the specific recruitment process. This is in case we need to contact you, if the position becomes available again or we evaluate that your profile and qualifications fit for other available positions. You will then be contacted by email or telephone and be presented for the available position.

All documents you have emailed to us such as CV, application, recommendations etc. are deleted 3 months after conclusion of the recruitment process for the position you applied for. Your email and name can be stored in our systems for a period of max 12 months in case we need to contact you in this period.

If you wish your data to be erased before end of 12 months after you have submitted your application, you just need to contact us on **privacy.notification@iptor.com**.

Data Controller

The data controller is:
Iptor Holding AB
Hemvärnsgatan 11
SE 17126 Solna
Sweden

and its affiliates as data processors.

Contact and Complaint Instructions

If you have questions or comments to the above, or you have complaints, you are welcome to contact us. Send an email to **privacy.notification@iptor.com**.

If we are not able to deal with your complaint within a reasonable time, you have the possibility to contact the Swedish data authorities **datainspektionen@datainspektionen.se**. You can write in English.

Document

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Iptor HR