



## Recruitment Privacy Notice

At **SWAG OÜ** (hereinafter "**SWAG**") we are committed to protecting the privacy of our candidates sending their Curriculum Vitae through this Site ("**Site**"). We want to provide a safe and secure user experience. We will ensure that the information you submit to us via this Site is only used for the purposes set out in this Privacy Notice. We are committed to acting responsibly and with integrity with regard to protecting your privacy rights.

For the purpose of this Privacy Notice and applicable data protection legislation (including but not limited to the General Data Protection Regulation EU2016/679 or the "**GDPR**"), the Data Controller is SWAG whose address is Harju Maakond, Tallinn, Tartu mnt 14, 10117.

We may amend this Privacy Notice from time to time. Please visit this page if you want to stay up to date as we will post any changes here.

### 1- Information we collect about you

SWAG will collect, use and/or process your personal data in order to provide you with information about job opportunities relevant to you (if you have subscribed to such communications on registration) and recruitment processes within SWAG.

Depending on the relevant circumstances and applicable local laws and requirements, we collect some or all the information listed below for the reasons which we describe in this Privacy Notice: (i) Name; (ii) Contact details (email and telephone number); (iii) Country of residence; (iv) Background i.e., education history, employment history, vocation/profession; and (v) Extra information that you choose to tell us.

Some of the personal data we collect from you are required to enable us to provide you with information about job opportunities and the recruitment process within SWAG. Therefore, we need to collect your email address, name and country to be able to process your request. Other items may simply be needed to ensure that our relationship can run smoothly, such as when we contact you to organize a step in the recruitment process.

Depending on the type of personal data in question and the grounds on which we may be processing it, should you decline to provide us with such data, we may not be able to fulfil the request. For example, if you do not provide contact details, we cannot communicate progress on a recruitment process applicable to you.

Please do not include any information that reveals the following about you or another other person:

- Racial or ethnic origin;
- Political opinion;
- Religious or philosophical beliefs;

- Trade union membership;
- Genetic data;
- Biometric data;
- Information concerning health, sex life or sexual orientation.

If SWAG becomes aware that you have provided any information of the type described above, it will be deleted from our records.

## 2- How do we collect your personal data?

We collect your personal data in three primary ways:

1. **Personal data that you give to us:** There are numerous ways that you can share your information with us. These include: (i) where you register with on this recruitment website (for example when you sign up to be a registered user); (ii) where you contact us proactively, usually by phone, email or via social media; and/or (iii) where we contact you, either by phone or email.

2. **Personal data that we receive from other sources:** We may seek more information about you from other sources generally including from third parties. For example, we may receive information on you from those organizations that you have asked us to use for professional or academic references such as a previous employer or a college or university. In addition, if you choose to apply or submit information using LinkedIn or similar social media sites, we import the requested information from your social media account and we make it part of your profile. This Privacy Notice pertains to this Site only. For details on how your personal data is handled and processed by the social media Site that you have used to submit your information, please consult the Privacy Notice on that social media site.

3. **Personal data we collect automatically:** When you visit the Site, we collect technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system, and platform. We use the information for statistical reporting and do not link it to any named individuals. SWAG will not intentionally collect any information about registered users to this Site who are under eighteen years of age.

## 3- Why do we collect your personal data?

We collect, use and disclose your personal data for a number of reasons, including, (i) to ensure that we can respond to any queries and contact you if you request us to do so; (ii) for storing your details (and updating them when necessary) on our database and to enable you to submit your CV for general applications; (iii) to allow you to apply for specific jobs or to subscribe to our job alerts so that we can contact you in relation to job opportunities or respond to any query you have asked us to answer; (iv) to assess your qualifications for a particular job or task; (v) to verify information we have received, using third party resources (such as psychometric evaluations or skills tests), or through information requests (such as references, qualifications and potentially any criminal convictions, to the extent that this is appropriate and in accordance with laws); (vi) as part of the research that we conduct for statistical purposes; (vii) to administer our sites for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.

#### **4- Who do we share your information with?**

We will share your personal data primarily to ensure we provide you with the most relevant and up to date news, content and events, or to ensure we can respond to any query quickly and expeditiously. Unless you specify otherwise, we may share your information with any of the following groups:

- (i) Any of our SWAG entities. As identified in this Privacy Notice, your personal data will be shared with the SWAG entity responsible for the job that you are applying for. You may apply for several different jobs.
- (ii) Tax, audit, or other authorities, when we believe that the law or other regulation requires us to share this data (for example, because of a request by a tax authority or in connection with any anticipated litigation) or in order to help prevent fraud or to enforce or protect the rights and properties of SWAG or its subsidiaries; or protect the personal safety of SWAG employees, third party agents or members of the public.
- (iii) Third party service providers who perform functions on our behalf, including recruitment agency, communications service providers and professional advisers such as lawyers, auditors and accountants, technical support functions and IT consultants carrying out testing and development work on our business technology systems, third party outsourced IT providers with whom we have signed data processing agreements, or we have adopted similar protections in place;
- (iv) If a SWAG entity merges with or is acquired by another company in the future, we may share your personal data with the new owners of the company (and provide you with notice of this disclosure); and
- (v) Circumstances may arise where, whether for strategic or other business reasons, SWAG decides to sell, buy, merge or otherwise reorganize businesses in some countries. Such a transaction may involve the disclosure of your personal information to prospective or actual purchasers.

We do not share, rent or trade your information with third parties for marketing or promotional purposes.

#### **5- How long do we keep your personal data for?**

If you do not find any specific open position now or if you would also be interested in other positions you can fill in (or complete) your profile and save it thus making it available to our HR Manager who may contact you in case your profile matches a subsequent vacancy. Please note that we will only contact you with future new job postings if you have given us permission to do so when you registered.

We will retain your personal data for not more than 1 year as of the CV's transmission to our database for the purposes for which we collect it. If you are not successful for a job application, we may retain your details and CV so that your information is available already in your profile. You are able to delete your profile and registration at any time.

If you will be employed, you will accept the notice on processing of personal data which supersedes this Recruitment Privacy Notice.

## 6- How do we keep your personal data secure?

We care about protecting your information. That is why we put in place appropriate measures that are designed to prevent unauthorized access to, and misuse of, your personal data. We are committed to taking all reasonable and appropriate steps to protect the personal data that we hold from misuse, loss, or unauthorized access. We do this by having in place a range of technical and organizational measures proportionate to the risk, including enhanced authentication measures and, if it is the case, backups on physical devices as part of our data recovery plans. Unfortunately, there is always risk involved in sending information through any channel over the internet. You send information over the internet entirely at your own risk. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted over the internet and we do not warrant the security of any information, including personal data, which you transmit to us over the internet. If you suspect any misuse or loss of or unauthorized access to your personal information, please let us know immediately. Please raise your concern by contacting us at [dpo@swagyourlife.com](mailto:dpo@swagyourlife.com) in the first instance, and we will investigate the matter and update you as soon as possible on next steps.

## 7- Your rights

You have various rights in relation to the data which we hold about you. We have set these out below.

**(i) Right not to be subject to automated decision making** - If you are asked as part of the application process to complete certain tests the results of these tests will be recorded and we may use automated decision-making processes however SWAG does not make recruiting or hiring decisions based solely on automated decision-making.

**(ii) Right to object** - This right enables you to object to us processing your personal data where we do so for one of the following reasons: (i) because it is in our legitimate interests to do so; or (ii) for scientific, historical, research, or statistical purposes. We will stop such processing unless we can demonstrate compelling legitimate grounds for the processing which overrides your interests or if the processing is necessary for the establishment, exercise or defense of legal claims.

**(iii) Right to withdraw consent** - Where we have obtained your consent to process your personal data for certain activities, you may withdraw this consent at any time and we will cease to use your data for that purpose unless we consider that there is an alternative legal basis to justify our continued processing of your data for this purpose, in which case we will inform you of this condition.

**(iv) Data Subject Access Requests** - You may ask us for a copy of the information we hold about you at any time, and request us to modify, update or delete such information. We will respond to your request within one month. That period may be extended by two further months where necessary, taking into account the complexity and number of requests. We may request proof of identification to verify your request. If we provide you with access to the information we hold about you, we will not charge you for this unless permitted by law. If you request further copies of this information from us, we may charge you a reasonable administrative cost. Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will always tell you the reasons for doing so.

**(v) Right to erasure** - You have the right to request that we "erase" your personal data in certain circumstances. Normally, this right exists where: (i) The data are no longer

necessary; (ii) You have withdrawn your consent to us using your data, and there is no other valid reason for us to continue (where the processing is based on consent); (iii) The data has been processed unlawfully; (iv) It is necessary for the data to be erased in order for us to comply with our obligations under law; or (v) You object to the processing and we are unable to demonstrate overriding legitimate grounds for our continued processing. We would only be entitled to refuse to comply with your request for erasure in limited circumstances and we will always tell you our reason for doing so.

**(vi) Right to restrict processing** - You have the right to request that we restrict our processing of your personal data in certain circumstances, for example if you dispute the accuracy of the personal data that we hold about you or you object to our processing of your personal data for our legitimate interests. If we have shared your personal data with third parties, we will notify them about the restricted processing unless this is impossible or involves disproportionate effort. We will, of course, notify you before lifting any restriction on processing your personal data.

**(vii) Right to rectification** - You have the right to request that we rectify any inaccurate or incomplete personal data that we hold about you. If we have shared this personal data with third parties, we will notify them about the rectification unless this is impossible or involves disproportionate effort. You may also request details of the third parties that we have disclosed the inaccurate or incomplete personal data to. Where we think that it is reasonable for us not to comply with your request, we will explain our reasons for this decision.

**(viii) Right of data portability** - If you wish, you have the right to transfer your personal data between service providers. In effect, this means that you are able to transfer the details we hold on you to another third party, without hindrance.

**(ix) Right to complain** - You also have the right to lodge a complaint with a local supervisory authority, in particular in the Member State of your residence, place of work or place of an alleged infringement if you consider that the processing of your personal data infringes the GDPR. If you believe that we have infringed your rights, we encourage you to submit a request to the Data Protection Inspectorate of the Republic of Estonia, Tallinn, Tatari 39, email address: [info@aki.ee](mailto:info@aki.ee), telephone +372 627 4135, website: <https://www.aki.ee>.

If you would like to exercise any of these rights, please contact us by sending an email to [dpo@swagyourlife.com](mailto:dpo@swagyourlife.com). We will respond to your request within one month.

## **8- Do we store and transfer your data internationally?**

Your personal data may not be transferred outside of the European Economic Area.

## **9- Legal bases for us processing your data**

There are a number of different ways that we are lawfully able to process your personal data. We have set these out below.

**(i) Where using your data is in our legitimate interests** We believe that our use of your personal data is within a number of our legitimate interests, including but not limited to: (i) to identify and recruit appropriately skilled and experienced talent; (ii) to ensure that we administer an efficient recruitment process to attract appropriate talent to our



organization; (iii) to provide an easy and simple way for applicants to apply for jobs at SWAG; (iv) to help us understand visitors to the Site better and provide more relevant information and services to them; (v) to ensure that the Site runs smoothly; and (vi) To help us keep our systems secure and prevent unauthorized access or cyber-attacks. We don't think that any of the activities set out in this Privacy Notice will prejudice you in any way. However, you do have the right to object to us processing your personal data on this basis.

**(ii) Where you give us your consent to use your personal data** - We are allowed to use your data where you have specifically consented. In order for your consent to be valid: (i) it has to be given freely, without us putting you under any type of pressure; (ii) You have to know what you are consenting to - so we'll make sure we give you enough information; (iii) You should only be asked to consent to one thing at a time - we therefore avoid "bundling" consents together so that you don't know exactly what you're agreeing to; and (iv) You need to take positive and affirmative action in giving us your consent - we're likely to provide a tick box for you to check so that this requirement is met in a clear and unambiguous fashion. When you register on our website, we may ask you for specific consents to allow us to use your data in certain ways. If we require your consent for anything else in the future we will provide you with sufficient information so that you can decide whether or not you wish to consent. You have the right to withdraw your consent at any time.

**(iii) Where using your personal data is necessary for us to carry out our obligations under our contract with you** - We are allowed to use your personal data when it is necessary to do so for the performance of our contract with you. For example, we need to collect your email address in order to be able to provide you with any email alerts that you have requested.

**(iv) Where processing is necessary for us to carry out our legal obligations** As well as our obligations to you under any contract, we also have other legal obligations that we need to comply with and we are allowed to use your personal data when we need to in order to comply with those other legal obligations.