

# Privacy Notice Candidates

## PRIVACY NOTICE FOR CANDIDATES AND POTENTIAL CANDIDATES

The company within the Geely group of companies to which you applied for a job (“**Geely**”, “**we**”, “**our**” and “**us**”), is controller for the processing of your personal data<sup>1</sup> as described below.

In this Privacy Notice, we want to inform you as a potential candidate or as a candidate when you have applied for a job with us, how we process your personal data. We explain in detail what personal data we store and otherwise process and why we need to process it when you apply for a job or when we have contact with you as a potential candidate. We also explain what rights you have in relation to our processing of your personal data.

Please note, that we only process your personal identification number, when it is clearly motivated in consideration of the purposes of the processing, when it is necessary for us to identify you or otherwise when it is necessary according to applicable data protection legislation.

In summary, we process personal data for the following purposes:

- to communicate with you as a potential candidate or when you have applied for a job;
- to administer and appraise your job application;
- to give you access and administer your visits to our premises;
- to match your profile to future job openings at Geely or with other companies within our company group (if you have consented to us doing so);
- to defend us in the event of future discrimination claims in relation to your job application process;
- to administer your interactions with us on our social media accounts.

Below you can read more about how we process your personal data when you interact with us in different situations. Should you have any questions regarding our processing of your personal data, or if you wish to exercise any of your rights under data protection legislation, please contact us via our e-mail address [compliance@geelybusinesscenter.com](mailto:compliance@geelybusinesscenter.com). Our postal address is BOX 10038, 400 70 Göteborg.

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<sup>1</sup> Personal data is all information that relates to you, for example your name, e-mail address and information about your qualifications.

**Below you can find more detailed information about the following topics:**

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## 1. From where do we collect your personal data?

When you apply for a job via e-mail, you provide us information about yourself, such as your name, contact details and information found in you CV and cover letter. You also have the possibility to apply for a job via career web sites that you make use of, such as LinkedIn. We will also collect your personal data from other sources as described below:

- In certain instances, we receive your personal data from a recruitment company that we make use of. The personal data that we receive is the information that you decided to include in your job application to the recruitment company.
- In some instances we will contact you through career web sites, such as LinkedIn, to see if you are interested in working for Geely.
- If we contact your references, we process personal data about you that your references provide to us.
- If you visit our offices in Gothenburg, we will collect information from our camera surveillance.

## 2. Are you required to provide personal data to us?

You are not required to provide your personal data to us. However, if you do not provide us any personal data about yourself we will not be able to administer or evaluate your application and profile.

## 3. Who can gain access to your personal data and why?

Your personal data is primarily processed by us. However, in certain instances, we share your personal data with third parties as described below.

No matter the purpose for our processing of your personal data, we will share your personal data with our IT-suppliers who will process your personal data on our behalf and on our instructions in order to ensure good and secure IT-operations. We only share your personal data with our IT-suppliers if it is necessary for them to fulfil their contractual obligations towards us.

We share your personal data with the following third parties:

- Companies that help us with recruitments
- If you visit our offices in Gothenburg, footage from our camera surveillance will be processed by the security company that administer our camera surveillance operations;
- If you interact with us or visit our pages on social media (such as LinkedIn), the social media platform that you use will also process personal data about you as a user. These social media platforms are either processing

your personal data on our instructions or controllers in their own right for their processing of your personal data. What role they have in a particular case depends on the specific platform and activity;

- companies within our company group to match your profile to future job openings.

*If you want to know more about who we share your personal data with, please feel free to contact us. Our contact details can be found in the beginning of this Privacy Notice.*

## 4. Where are your personal data processed?

We, as well as our processors, mainly process your personal data within the EU/EEA. In some instances, we will transfer your personal data outside the EU/EEA. However, such transfer only takes place in accordance with applicable data protection legislation meaning that we will transfer your personal data outside the EU/EEA when we can ensure an appropriate level of protection of your personal data.

*If you want to know more about how we transfer your personal data or if you want more information about the appropriate safeguards we have in place to protect your personal data, please feel free to contact us. Our contact details can be found in the beginning of this Privacy Notice.*

## 5. What rights do you have in relation to our processing of your personal data?

According to applicable data protection legislation, depending on the circumstances, you have several rights which are set out below.

*If you have any questions regarding these rights or if you want to exercise any of your rights, please contact us. Our contact details can be found in the beginning of this Privacy Notice.*

### **Right to information and access**

You have the right to obtain a *confirmation* on whether or not we process your personal data. If we process your personal data, you also have a right to receive *information about how we process the personal data* and *to receive a copy* of your personal data.

### **Right to rectification**

You have a right to have inaccurate personal data corrected and to have incomplete personal data completed.

### **Right to erasure (“right to be forgotten”) and restriction of processing**

You have the right to have your personal data erased in certain instances. This is the case e.g. when the personal data is no longer necessary for the purposes for which it was collected or otherwise processed and where we process your personal data on the basis of our legitimate interest and we find, following your objection (see below under Right to object), that we do not have an overriding interest in continuing to process it.

You also have a right to request that we restrict our processing of your personal data. For example, when you question the accuracy of the personal data, when you have objected to our processing of your personal data based upon our legitimate interest, or where the processing is unlawful, and you oppose to the erasure of your personal data and instead want us to restrict our processing.

### **Right to withdraw consent**

At any given time, you have the right to withdraw all or part of a given consent to our processing of your personal data when the legal basis for the processing is your consent. You can withdraw your consent by sending an e-mail to [compliance@geelybusinesscenter.com](mailto:compliance@geelybusinesscenter.com).

### **Right to data portability**

You have a right to in certain instances be provided with such personal data (concerning you) that you have provided to us, in a structured, commonly used and machine-readable format. You also have a right to in certain instances have such personal data transferred to another controller, where technically feasible.

**Right to object**

You have the right to object to our processing of your personal data when the processing is based on legal basis “*legitimate interest*”. The situations when we base our processing on our legitimate interest are stated in the below charts and you can read more about our balancing of interest assessments in the end of this Privacy Notice. In some instances, we may continue to process your personal data even if you have objected to our processing. This can be the case if we can show compelling legitimate reasons for the processing that outweigh your interests or if our processing is necessary for the purpose of establishing, exercising or defending against legal claims.

**Right to lodge a complaint to a supervisory authority**

You have the right to lodge a complaint to a supervisory authority concerning our processing of your personal data.

Such a complaint can be filed to the authority in the EU/EEA member state where you live, work or where the alleged infringement of applicable data protection legislation has occurred.

**6. Detailed description on how we process your personal data**

The below charts describes in detail why we process your personal data, what personal data we process, the legal basis for our processing and how long we process your personal data.

**If we communicate with you before you have applied for a job**

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
To communicate with you	Name, mobile telephone number, e-mail address and other personal data that you provide to us	Our <i>legitimate interest</i> to process your personal data to communicate with you	We will store your personal data for as long as we have an ongoing correspondence with you
To contact you to see if you are interested in working for Geely	Information from your profile on the social media in question (user name and any picture you have chosen for your account) and information which you provide on our page	Our <i>legitimate interest</i> to process your personal data to find potential candidates	If you show interest in Geely we will store your personal data for three months

**If you apply for a job with us**

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
To administer your job application  To contact you regarding your job application, for example in order to move forward in our recruitment process	Information you decide to include in your job application, such as personal data found in your CV, cover letter and certificates, including your personal identification number, if you have included that in your job application	Our <i>legitimate interest</i> to process your personal data to administer your job application and to communicate with you regarding the application  We only process your personal identification number, when it is clearly motivated in consideration of the purposes of the processing	We will store your personal data for six months after receipt of your job application if you send us an open job application  If you apply for a listed position with us, we will store your personal data for the duration of the recruitment process

<p>To evaluate your job application and you as a candidate – to be able to make sure that we find the person that is most suitable for the job position</p>	<p>We will process personal data from your job application and personal data collected from interviews with you as well as any additional documents that you submit to us</p> <p>In some instances we conduct personality-tests, in which case we will also process the results from such tests</p>	<p>Our <i>legitimate interest</i> to process your personal data to evaluate your job application and to find the most suitable person for the job position</p>	<p>We will store your personal data during the recruitment process</p>
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**After our conclusion of the recruitment process**

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
<p>To match your profile to future job positions</p> <p>To contact you regarding your job application</p>	<p>Information from your job application and interviews with you, together with any other information that we have collected from you during the recruitment process</p>	<p><i>Consent</i>, you have the right to withdraw all or part of your consent at any time</p>	<p>If you consent we will process your personal data for a period of twelve months from the time that you have given your consent to our processing</p> <p>If you withdraw all or part of a given consent, we will stop storing your personal data for this purpose</p>
<p>To store your personal data after the recruitment process in order to be able to defend us against future discrimination claims, i.e. in order to be able to carry evidence in the matter</p>	<p>Information you have provided during the recruitment process and personal data which is necessary to be able to carry evidence in the matter</p>	<p>Our <i>legitimate interest</i> to process your personal to be able to defend us against future discrimination claims</p>	<p>We will store your personal data for two years and two months after a completed recruitment process, in accordance with the regulated time to start proceedings under the Swedish Anti-Discrimination Act</p> <p>In the event of an unsettled dispute, we process your personal data longer than the above stated time period, however, no longer than until the dispute is finally settled</p>

**If you visit our offices in Gothenburg during your recruitment process**

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
<p>To maintain security for our property and employees by:</p> <p>Identifying you as a visitor to our offices by providing you with a visitor badge; and using camera surveillance at our offices</p> <p>Camera surveillance footage may also be used</p>	<p>Name, who you are meeting, if applicable information about where you are currently employed and footage from our camera surveillance</p>	<p>Our <i>legitimate interest</i> to process your personal data in order to take security measures to protect our property and employees</p> <p>In some instances, sharing camera surveillance footage is made to fulfil a legal obligation, i.e. when we have to comply with</p>	<p>We store the personal data connected to the visitor's badge during the day of your visit and one day thereafter</p> <p>Any camera surveillance footage will be stored for maximum 14 days from the recording date. However, in some instances (for example if an incident occurs) we store the footage for an</p>

to investigate incidents and, if necessary, shared with public authorities		requests from the police or other law enforcement agency	extended period of time if necessary to investigate such incident
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## If you interact with us on our social media accounts

Why do we process your personal data?	What personal data do we process?	What is the legal basis for the processing?	How long do we store your personal data?
To communicate with you on our social media accounts (such as Facebook and LinkedIn) e.g. if you comment on a post, and to keep records of such communication for reference	Information from your profile on the social media in question (user name and any picture you have chosen for your account) and information which you provide on our page	Our <i>legitimate interest</i> to process your personal data to communicate with you on our social media platforms	Your personal data will be removed if you ask us to remove it or if you yourself delete the content, but we will otherwise store the personal data on the social media platform until further notice

## 7. Balancing of interests assessments when processing personal data based on the legal basis “legitimate interests”

As we state above, for some purposes, we process your personal data based upon our “legitimate interest”. By carrying out a balancing of interests assessment concerning our processing of your personal data, we have concluded that our legitimate interest for the processing outweighs your interests or rights which require the protection of your personal data.

*If you want more information in relation to our balancing of interests assessments, please do not hesitate to contact us. Our contact details can be found at the beginning of this Privacy Notice.*

## 8. If we make changes to this Privacy Notice

We may change this Privacy Notice from time to time and you will be notified when material changes that affect you are made.

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*This Privacy Notice was established on the 29<sup>th</sup> of September 2021.*