

## Information notice – during recruitment

### Processing of personal data when recruiting

The aim of collecting personal data about you during the recruitment process is to assess whether you are a qualified candidate for a vacancy at Argon Medical Devices.

When you apply for a position with us, we receive and process a number of personal data items about you. This means we are data controllers for the personal data about you that we process.

In connection with the recruitment process, we process general personal data about you, but we may also process special personal data, such as your Social Security Number or information on crimes. In this text, you can read more about the data about you that we process when you apply for a position with us.

### When we receive your application

In the recruitment process, it is the personal data that appears in your application, CV and other attached documents that is registered.

This will typically be as follows: Name, address, date of birth, gender, phone number, email address, Social Security Number, marital status, education/training, career history, information on driving licence, recommendations/references,

We apply GDPR Art. 6 (1) (b) as a legal basis with regard to personal data you have sent us with a view to employment.

We register the data in our files and outlook.

### We assess the application

We specifically assess the qualifications of every single applicant in relation to the position advertised. Once we have read the applications, we select candidates for interview(s). The candidates who have not been called for an interview will be notified accordingly.

### When we have selected you for a job interview

In connection with the job interviews, we receive further information about you, which we note for the purposes of the continued recruitment process.

We apply GDPR Art. 6 (1) (b) as a legal basis with regard to personal data you have provided yourself with a view to employment.

### **Storage and deletion**

If your application is rejected, we will delete the data we have registered about you within 6 months.

If you are appointed, we will store the data that has been used in the recruitment process in your staff folder.

### **Your rights**

Under the legislation of GDPR and the EU Data Protection Act you have a number of rights.

Please contact us if you wish to invoke your rights on [privacy@argonmedical.com](mailto:privacy@argonmedical.com).

#### Right to view data (right of insight), Article 15

You have the right to view the data about you that we process, as well as a number of further items of data.

#### Right to rectification, Article 16

You have the right to have incorrect data about you rectified.

#### Right to deletion, Article 17

In exceptional instances you have the right to have data about you deleted prior to our general deletion process.

#### Right to restriction of processing, Article 18

In certain instances you have the right to have the processing of your data restricted. If you have the right to have the processing restricted, we may in future only perform data processing - apart from storage - with your consent, or in order to establish, assert or defend a legal claim, or in order to protect a person or a wider public interest.

#### Right to objection, Article 21

In certain instances, you have the right to object to our otherwise legal processing of your personal data.

#### Right to transmit data (data portability), Article 20

In certain instances you have the right to receive your personal data in a structured, commonly used and machine-readable format, and to have this personal data transferred from one data controller to another without hindrance.

You can read more about your rights in the National Data Protection Agency's guidelines on the rights of those registered.

### **Complaining to the National Data Protection Agency**

You can lodge a complaint with your National Data Protection Agency about our processing of your personal data.