

PRIVACY STATEMENT FOR RECRUITMENT PROCESS

Introduction

The European Spallation Source ERIC (ESS) takes the privacy rights of individuals very seriously. ESS complies with personal data laws (GDPR) by keeping your personal data up-to-date, protecting your information from loss, misuse, unauthorised access and disclosure by ensuring appropriate technical measures are in place.

1. What personal data will you process?

ESS will process the following personal data from you:

- a) Full name
- b) Contact information (e.g., phone number, e-mail, address)
- c) Employment information (e.g., CV, personal letter)
- d) Gender
- e) Birth date
- f) Citizenship
- g) Previous experience in ESS's recruitments

2. How will you use my information?

We will use the personal data you give us in this form to carry out the recruitment process. This includes making selections, inviting for interviews and provide correct support during e.g. relocation, work permit issues, etc. It also supports us in our work of making strategical choices of where to post job openings, and provides us with information for our recruitment statistics, such as gender balance among applicants and final candidates.

3. Will my personal data be sent to countries outside the EEA?

Yes. The recruitment system that ESS is using will store your personal information outside the European Economic Area (EEA). This transfer of data will be compliant with the EU-U.S. Privacy Shield. For more information on the external recruitment system used by ESS, please see their [Privacy Policy](#).

4. Why are you allowed to use my personal data?

ESS has a legitimate business interest to process your data for recruitment and internal administration purposes.

5. How long is my personal data stored?

Your personal data will be stored in the ESS recruitment system for 24 months after the recruitment project is closed.

6. What if I don't provide you with requested information?

If you do not provide us with the data requested in the application form then you may not be included in any recruitment process.

7. Photographs

ESS does not require your photograph; however, should you upload a photograph, then this will only be visible in the recruitment system for selection panel members.

8. What rights do I have?

Unless subject to an exception, you have:

- (a) The right to withdraw consent at any time for any reason;
- (b) The right to request a copy of your personal data held by ESS;
- (c) The right to request ESS transmit your personal data to another data controller/entity;
- (d) The right to request ESS correct any personal data if it is found to be inaccurate or out-of-date;
- (e) The right to request your personal data be erased when it is no longer necessary for ESS to retain such data;
- (f) The right to request a restriction on further processing when there is a dispute over the accuracy of personal data stored;
- (g) The right to lodge a complaint with the Swedish Data Protection Authority (*Sw: Datainspektionen*).

9. Who can I contact?

You may submit questions or exercise your rights by e-mail to privacy@esss.se

10. Who else can I contact?

If you believe there has been a violation of your personal data protection rights, you may e-mail privacy@esss.se to discuss a solution.

At any time, you have the right to communicate directly with the Swedish Data Protection Authority (*Sw: Datainspektionen*) at:

Datainspektionen

Box 8114

104 20 Stockholm

Telefon: 08-657 61 00

E-post: datainspektionen@datainspektionen.se

Fax: 08-652 86 52