

# USE OF PERSONAL INFORMATION OBTAINED DURING THE RECRUITMENT PROCESS AT AKER ARCTIC

## 1 INTRODUCTION

This document explains how Aker Arctic (Company) obtains and uses information about people who apply for job positions. The information that is obtained by this process is referred to as their 'personal information'.

Company as a 'data controller' follows the applicable EU General Data Protection Regulation (Regulation) when processing personal information.

## 2 OBTAINING AND USE PERSONAL INFORMATION DURING THE RECRUITMENT PROCESS

Aker Arctic obtains personal information from the job applicant and process information in order to:

- Identify and communicate with prospective employees
- Identify and communicate with candidates for interview
- Assess the suitability of those candidates for employment
- Recruit personnel
- Use the information to form part of the personnel record of a successful candidate
- Analyze the effectiveness and appropriateness of its recruitment processes.

Processing of personal information is based on legitimate interest of Aker Arctic i.e. job applicant's application and in case of personality assessments on a job applicant's consent. Also, Aker Arctic only uses such personal data that are deemed necessary.

### **3 TYPES OF PERSONAL INFORMATION HANDLED DURING THE RECRUITMENT PROCESS**

During the recruitment process Aker Arctic obtains and uses personal information including the following types:

- Personal details such as name, address, and other contact details;
- Education and training details;
- Employment details;
- Personality assessments; these are carried out by another company which only handles such information as required by the process.

Personal information from prospective employees and candidates as supplied by those individuals. In addition, reference information may be provided by referees identified by them or previous employers.

### **4 USE OF PERSONAL INFORMATION OBTAINED DURING THE RECRUITMENT PROCESS**

The personal information obtained through the recruitment process and subsequent activity is handled in accordance with the GDPR and not disclosed to any parties outside EU/ETA. We strive to ensure that any personal information used by us is kept as up-to-date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required. Ensuring the security of personal information obtained during the recruitment process

Aker Arctic takes the security of all personal information very seriously.

We ensure that appropriate policy, training, technical and procedural measures are in place, to protect our electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so. These procedures are continuously developed to ensure up-to-date security.

## **5 RETAINING OF PERSONAL INFORMATION OBTAINED DURING THE RECRUITMENT PROCESS**

Aker Arctic keeps personal information as long as is necessary for the particular purpose or purposes for which it is held.

In the event that the application is unsuccessful, personal details will be kept for a maximum of twelve months, after which time they will be confidentially destroyed.

If the applicant is successful, his/her personal information provided will form part of a personnel record and will be retained by Aker Arctic's HR department for minimum of two years after the end of employment.

If a candidate sends an open application, such application will be held on record for twelve months after which it will be confidentially destroyed.

## **6 APPLICANT'S RIGHTS**

The applicant has the right to inspect the information about him/herself and to claim correction or deletion of any personal information. Requests for this should be sent to the recruitment contact person. In addition, the person has the right to withdraw consent to the Personality Assessment test or the use of its results.

The applicant has the right to lodge a complaint to supervisory authority relating to processing of personal data.