

# Recruitment Privacy Notice

Updated 22<sup>nd</sup> of May 2025

You trust us with a lot of information, when applying to work in If.

We take this responsibility seriously and handle all your personal information in accordance with best confidentiality practices and the applicable laws on data privacy, notably the European Union General Data Protection Regulation n°2016/679 (hereafter “GDPR”). Your personal data is registered and processed by If in accordance with the law and the principles described below.

This Privacy Notice only applies to the personal data of job applicants, potential candidates for employment, trainees and interns. It does not apply to our employees, contractors or clients, or other personal data that If collects for other purposes.

General information on data processing by If is provided in [If's privacy notice](#).

## What kind of data do we process?

- Your name and contact information.
- Your history of employment and education, information on your certifications, skills, and qualifications.
- Information that you have voluntarily shared with If or external recruiters, for example, by including it in your CV or application forms (e.g. photos, personal identification number etc.).
- Information made publicly available by you on LinkedIn.<sup>1</sup>
- Memoranda and assessments performed either by If or external recruiters.
- Information obtained during personality tests or other tests if such tests are conducted.

## Where do we get your data from?

Your personal data are obtained from a variety of sources, including:

- your communication with If or a recruiter, including forms you complete as part of the recruitment process;
- reference persons in connection with recruitment, if you have indicated such;
- any websites or applications made available by If for your use in the course of the recruitment process;
- your LinkedIn profile.<sup>2</sup>

## For what purpose and on what legal basis do we process your data?

If processes your data on the following legal basis:

- Preparation to enter into a contract – e.g. when you apply for a position at If
- Consent – e.g. when If saves your data for the purposes of possible future open positions matching your profile

If processes your data only to the extent that is necessary to assess your suitability for a particular position within If and stores your data only for as long as necessary to ensure evidence of the transparency of the recruitment process. Furthermore, If may process your data for the purposes of possible future open positions, in case you have given your consent for this purpose.

We may also analyze your personal data or aggregated/pseudonymized data to improve our recruitment and hiring process and augment our ability to attract successful candidates.

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<sup>1</sup> No background checks on social media is done when applying for a job in Finland, unless the candidate him-/herself have sent us a link to his/her LinkedIn profile or another professional profile.

<sup>2</sup> Excluding Finland, see footnote 1 above

### **How do we process your data?**

All processing of your personal data is conducted only in systems verified and approved by If. Access to the data is limited only to those persons within If who need to access the data (e.g. HR employees and hiring managers) and they have been instructed on how candidates' personal data should be handled.

During the recruitment process, hiring managers and HR employees involved can make memoranda, for example in the form of assessments of candidates, as well as collect information from reference persons.

We may hold a video interview with you, using Microsoft Teams or a similar tool, however, we do not record such interviews.

We keep your information strictly confidential. We do not sell, rent, distribute, or otherwise make your personal data available to any third party for purposes unrelated to recruitment. However, we may need to share your personal information with third parties, for example, recruiters (only in cases when we have received your information from them), or IT service providers providing services that allow us to administer your job application.

We always take appropriate technical, physical, legal, and organisational measures to protect your personal data.

### **How long do we process your data?**

We process your data to achieve the purposes mentioned above, e.g.:

- If the recruitment process has resulted in your employment, your personal data will be stored for the whole employment period and as long as required by the applicable law.
- If the recruitment process has not resulted in your employment:
  - a) the information collected during a recruitment process shall be stored in If's recruitment system for as long as necessary to ensure evidence of the transparency of the recruitment process
  - b) unless otherwise instructed by you, we may store your data for purposes of possible future open positions

### **What are your rights and how can you exercise them?**

You have all the rights provided in the General Data Protection Regulation (GDPR), such as the right to know how and for what purposes your personal data are processed, how these data have been obtained etc. You can exercise these rights in accordance with [If's privacy notice](#).

**You also have the right to withdraw your application and whereby we stop processing your data.** In order to do so, please contact us by email [talentacquisition@if.se](mailto:talentacquisition@if.se) (see contact details below).

If you have any questions concerning our handling of your personal data you may also contact our DPO and the team on [DPO@if.se](mailto:DPO@if.se).