

# Episerver Recruitment Privacy Policy

## Who we are

This is the Recruitment Privacy Notice ("Recruitment Privacy Notice") of the Episerver group of companies which currently comprises the following legal entities:

Episerver AB, Episerver Inc., Episerver GmbH, Episerver UK Ltd., Episerver Pty Ltd., Episerver R & D, Episerver Denmark Aps, Episerver Benelux BV, and Episerver Finland OY, and together with its affiliates and Episerver-related entities ("Episerver" or "we").

Episerver takes your privacy seriously and is committed to protecting your privacy rights. This Episerver Recruitment Privacy Policy (the "Policy" and "notice") sets forth the principles Episerver adheres to with respect to when Personal Data is processed in the context of your engagement with Episerver. We are a data 'controller', which means we are responsible for deciding how we hold and use your personal information. This notice explains how we will collect and use your personal information in the context of your engagement with us and your rights in relation to your personal information.

### 1. Who does this notice apply to?

This notice applies to all prospective employees, workers, contractors, agents, and interns.

### 2. Does this notice form part of my potential contract if a successful recruitment occurs?

This notice does not form part of your potential employment/engagement contract. We may amend this notice at any time.

### 3. Data Protection Officer

We have appointed a global data protection officer (in Germany there is a local data protection officer). If you have any questions about this privacy notice or how we handle your personal information please contact the data protection officer for your Episerver entity, or the HR department. They can be contacted via [dpo@episerver.com](mailto:dpo@episerver.com) OR [episerverHR@episerver.com](mailto:episerverHR@episerver.com).

### 4. Your personal information

In this privacy notice, 'your personal information' means your personal data i.e. information about you from which you can be identified. The appendix to this notice lists 'your personal information' that we will process.

Your 'personal information' does not include data where the identity has been removed (anonymous data).

It is important that your personal information is accurate and up to date. Please keep us informed if your personal information changes during your engagement. For emergency contacts, please ensure that you have received their consent for their information to be shared with us.

### 5. Where does your personal information come from?

Your personal information will come from you or us, and the following sources:

- Recruitment agencies provide us with the following personal information: Name, address, phone number, personal email address, work experience, education background (e.g. university attended, and years attended), remuneration requirements, and your resume/CV.
- Background check providers provide us with personal information, where legally permissible, as further stated in Appendix A.
- Former employers, whom you have given us permission to contact, provide us with the following personal information: confirmation of your work dates, insights into work related duties, activities, and performance, as well as an opinion on your general working experience while employed with the former employers.
- Medical professionals provide us with the following personal information only if you are a worker that wishes to receive specific services for a disability or absence due to illness: confirmation of a disability or illness, but not the nature of such.
- Other members of staff, clients or customers provide us with the following personal information: confirmation of your previous work dates and locations, insights into work related duties, activities, and performance, as well as an opinion on your general working experience with that individual and/or group.

- For those workers involved with a professional body related to the work that you conduct at Episerver (such as a management certification, state/local bar association, developer certification) provide us with the following personal information: confirmation membership, qualifications and or trainings.
- Episerver job applications, which provide us with the following personal information: Name, address, phone number, personal email address, work experience, education background (e.g. university attended, and years attended), remuneration requirements, your resume/CV and your statement as to why you wish to work at/with Episerver.
- Publicly available sources, such as social media (such as LinkedIn™, Facebook™) or search engines (such as Google™, Bing™, provide us with the following personal information: any personal information that you have consented to make publicly available which relates to your experiences which reflect on your tasks and duties at Episerver. We will not, however, seek any personal information from such publicly available sources which are not directly related to your work related activities.

If you would like more information on the source of your personal information, please contact the Data Protection Officer or the HR department.

## **6. Processing your personal information**

We process your personal information during and after your engagement with us. This includes collecting your personal information, recording it, storing it, using it, amending it, destroying it and, in some circumstances, disclosing it.

In general, we process your personal information to:

- Contact you and make a decision about your recruitment or appointment;
- Check you are legally entitled to work in the country in which you are being recruited;
- Carry out equal opportunities monitoring;
- To establish, exercise or defend legal claims;
- To comply with the law [or requirements of a regulator].
- To complete a test hosted by a third party as part of the interview process for sales based roles.

The appendix to this notice provides more information on our legal grounds and reasons for processing your personal information.

## **7. Data necessary for the recruitment process**

The appendix sets out your personal information that is necessary for us to complete the recruitment process with you. If you don't provide this data, we may not be able to continue the recruitment process with you.

## **8. Statutory (or binding customer contract) requirement to provide your personal information**

In some circumstances, the provision of your personal information is a statutory requirement. This includes:

- Documentation confirming your right to work in the country that you are/will be seeking employment in – if you don't provide this, we may not be able to enter into a contract with you.
- Criminal and background record checks may be required for certain roles at Episerver, either due to a statutory requirement or binding contract with an Episerver customer that you are/will be working with, where legally permissible.

## **9. Special Categories of personal information**

'Special categories of personal information' means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offenses or alleged offenses; genetic data; or biometric data for the purpose of uniquely identifying you. Data marked \* in the appendix falls within these 'special categories' or might disclose special categories of personal information.

We must have additional legal grounds for processing special categories of personal information. These are set out in the appendix.

## **10. Sharing your personal information with third parties**

We share your personal information with the following third parties if this is required by law; necessary to enter or carry out our contract with you or administer the working relationship with you; where we have another legitimate interest in doing so; or where it is necessary to protect your vital interests or those of another person:

- If your reference came from a recruitment agency, the recruitment agency we received your information from, or if your reference came from an Episerver employee, the Episerver employee that referred you to the job opening;
- Other entities in the Episerver group of companies: as part of our recruitment activities and monitoring company performance, in the context of placement in any of the Episerver group of companies, for infrastructure of data management.
- The Episerver HRIS provider, which will process our recruitment data on our behalf, but shall not have access to such data.
- Relevant regulators that are applicable to you (for example in the US – EEOC), or other third parties as necessary to comply with the law.
- If you applied for a sales-based role, Episerver will share your email address and responses to pre-employment questions with third party service providers in order for that third party service provider to administer employment tests and provide Episerver a summary of responses in order to determine your suitability for a sales-based role.

### **11. Automated decision-making**

We may use an automated decision-making during the recruitment process, using a third-party system to analyze your resume/CV and Episerver job application to identify key words and durations of employment. The logic involved is that certain jobs and roles at Episerver will require certain backgrounds and experiences to be successful. Such logic enables us to sort through large scales of applicants in order to prioritize the review of candidates. The significance and envisaged consequences of such processing for you is that the key words and algorithms may be “smart” enough to decipher different words describing the same key words. If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask for the decision to be reviewed by an individual to whom you may make representations and contest the decision. Candidates may be asked to complete a test hosted by a third party as part of their interview process and such information may be used as party of an automated decisions-making process.

### **12. Transferring your personal information outside the EU**

For those workers within the EU, we transfer your personal information to United States for the purposes of managing all Episerver employee information in the human resources information system (HRIS), which is a system of record of all Episerver employees, contracts and agents. Without your personal information being within the HRIS, we will not be able to identify employees to payroll providers, benefit providers, or be able to conduct reporting activities on company overall performance, in the context of a business re-organization or group restructuring exercise, for system maintenance support, or IT infrastructure. There is an adequacy decision by the European Commission in respect of that country, by means of both the EU-US Privacy Shield certification which Episerver holds, and the intra-company EU Model Contract Clauses, meaning that it is deemed to provide an adequate level of protection for your personal information. You can access a copy of Episerver’s EU-US Privacy Shield certification here - <https://www.privacyshield.gov/participant?id=a2zt0000000PD4sAAG&status=Active>

### **13. Data retention**

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

We may retain a copy of your resume and/or job application for up to two (2) years after receipt of your initial submission in order to consider you for other Episerver career opportunities that fit your qualifications.

### **14. Your rights**

You have the following rights:

- Access: you can request a copy of your personal information that we hold, and check we are processing it lawfully.
- Correction: you can ask us to correct your personal information if you don’t think it is accurate, complete or up-to-date.
- Deletion: you can ask us to delete your personal information, if:
  - It is no longer necessary for the purposes for which we obtained it;
  - You withdraw your consent, and we have no other legal basis for the processing;

- You validly object to the processing as described below;
- We have unlawfully processed the data; or
- We must delete the data to comply with a legal obligation.
- Objection: if we process your personal information to perform tasks carried out in the public interest or on the basis of legitimate interests (as set out in the appendix), you can object to this processing on the basis of your particular situation. We will only then continue the processing if we have overriding legitimate grounds for this, or the processing is to establish, exercise or defend legal claims. You may also object if we process your personal information for direct marketing purposes.
- Restriction: you can ask us to restrict our processing of your personal information if:
  - you contest the accuracy of the data (for a period that enables us to check it);
  - our processing is unlawful, but you don't want the data deleted;
  - we no longer need the data, but you require it to establish, exercise or defend legal claims; or
  - you have objected (as above) and are awaiting confirmation as to whether we have overriding legitimate grounds for processing.
- Transfer: if our processing is based on your consent or necessary to carry out our contract with you, and is carried out by automated means, you can request a copy of the personal information you have provided to us and the transfer of this to someone else. Where technically feasible, you can ask us to transfer it directly.
- Complain to the Data Protection Authority: the Integritetsskyddsmyndigheten is the Swedish supervisory authority for data protection issues, and where Episerver as a global company is registered. We aim to resolve all complaints internally via our Data Protection Officer and Chief People Officer (and HR department) who can be contacted as described below, but you do have the right to complain to the Integritetsskyddsmyndigheten at any time.

Our Data Protection Policy has more information on these rights and explains how you can exercise them.

Contact information and further advice - Questions or comments regarding this Policy should be submitted to Episerver by e-mail or mail. Please contact Episerver's Compliance Office at [compliance@episerver.com](mailto:compliance@episerver.com).

or for non-EU based individuals write to: Episerver Inc.; c/o Legal Department; 542A Amherst Street; Nashua, NH 03063, USA

or for EU based individuals, write to: Episerver AB; c/o Legal Department; Regeringsgatan 67; Box 7007; 103 86 Stockholm, Sweden

Complaints- Episerver always seeks to resolve directly all complaints about how it handles Personal Data if, you are a EU resident, you also have the right to lodge a complaint with the Swedish Data Protection Authority (Integritetsskyddsmyndigheten, formerly Datainspektionen) –

Address

Integritetsskyddsmyndi

gheten Box 8114

SE-104 20

Stockholm

Sweden Office

address

Drottninggatan 29,

5th floor

Stockholm

E-mail - [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)

Telephone - +46 8 657 61 00

## Appendix to Episerver Recruitment Privacy Policy

Data marked \* in the table below is 'special categories of personal information' or might disclose such information.

We must have additional legal grounds for processing special categories of personal information – these are listed in the middle column of the table.

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<p>Make a decision about your current or future recruitment or appointment</p> <p>Determine the terms on which you work for us, and advise you of these</p>	<p>To enter or carry out the contract</p> <p>To comply with a legal obligation</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>• to select suitable employees, workers and contractors</li> </ul> <p>*For special categories of information:</p> <p>To conduct background checks to comply with legal and contractual obligations.</p>	<ul style="list-style-type: none"> <li>• Personal contact details (including name, address, email, telephone number)</li> <li>• Your application form, CV and interview notes</li> <li>• References and details of previous employers</li> <li>• Professional memberships and qualifications</li> <li>• [Copy of your driving license]</li> <li>• Offer letter, contract of employment</li> <li>• Working time opt-out agreements</li> <li>• Work location</li> <li>• Start date</li> <li>• Results of Background Checks are presented in 3<sup>rd</sup> party applications, where legally permissible.</li> <li>• Any public information available related to or effect the Episerver tasks and duties you may have</li> </ul>
<p>Make a decision about your current or future recruitment or appointment if you applied for a sales-based role</p>	<p>To enter or carry out the contract</p> <p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>• to select suitable sales employees, workers and contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Personal contact details (including name, address, email, telephone number)</li> <li>• Answers provided as part of employment tests hosted by a third party, which include responses to access cognitive aptitude, sales focused and other personality traits in order to access your aptitude for a sales-based role.</li> </ul>

<p>Check you are legally entitled to work in the country that you are/will be employed in.</p>	<p>To enter or carry out the contract To comply with a legal obligation</p>	<ul style="list-style-type: none"> <li>• Personal contact details</li> <li>• Documentation confirming your right to work in the country where the position is posted.</li> </ul>
<p>Carry out equal opportunities monitoring</p>	<p>For our legitimate interests:</p> <ul style="list-style-type: none"> <li>• To review equality of opportunity or treatment</li> </ul> <p>*For special categories of information:</p> <ul style="list-style-type: none"> <li>• To review equality of opportunity or treatment</li> <li>• To exercise or perform employment law rights or obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Health data, including disability information*</li> <li>• Information regarding pregnancy and maternity*</li> <li>• Age and date of birth</li> <li>• Marriage or civil partnership status*</li> <li>• Gender</li> <li>• Information on gender reassignment*</li> <li>• Data revealing race, religious beliefs or sexual orientation*</li> </ul>