

## **PRIVACY STATEMENT FOR FIRST INTERVIEW**

### **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' 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. When you proceed to the first interview, your contact data will be transferred into our video interview tool. Please see their [Privacy Policy](#).

### **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. Any notes taken on paper, along with printed out copies of

your CV/personal letter will be stored in a locked storage unit and will be destroyed 24 months after the recruitment project has been 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, or in printed out copies of CVs in case you have chosen to include your photo also there.

#### **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@ess.se](mailto:privacy@ess.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@ess.se](mailto:privacy@ess.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](mailto:datainspektionen@datainspektionen.se)  
Fax: 08-652 86 52