

Privacy Statement

This privacy statement applies to Heimstaden's ("Heimstaden", "we", "our" or "us") processing of personal data when using this platform, SmartRecruiters (the "Platform"), to send a job application.

Responsible Heimstaden entity

The Heimstaden corporate entity you are applying for an employment with is responsible (the *controller*) for the collection and use of the personal data you provide and share when using the Platform.

An overview of and contact information to the Heimstaden entities are available below.

SmartRecruiters GmbH is the supplier of the recruitment system and therefore our data processor. They will therefore have access to your personal data to administrate the system.

Use of your personal data

When you apply through the Platform, your personal data is collected, used and stored by Heimstaden during the recruitment process. This applies to any personal data you submit to us in your job application, such as through letters, video presentations, recommendations, education papers, photographs, your CV and any other data you voluntarily submit.

The personal data submitted will be used for the purpose of assessing your job application to determine if you are one of the candidates we wish to proceed with and possibly enter into an employment relationship.

Depending on the position you are applying for, we may ask for additional information in order for us to pursue our interest in completing the recruitment process and hire the right candidates. This may include reference checks and completing tests. We may also look for additional data about you among others on the internet, including social media. If this reveals matters relevant to the recruitment process, we will handle them with care and, if necessary, we will ask you about them so that you can explain them.

Legal basis

Your personal data will only be used based on a valid legal basis, in this case that is the preparation and possible conclusion of an (employment) contract, and only processed and stored for the purpose of processing your application.

Regarding potential reference checks, tests and search in public sources for additional information, our processing will be based on our legitimate interest in ensuring that we hire the right candidate.

For the personal data that may become subject of a legal process after the recruitment has ended, we will also be able to process your personal data based on Heimstaden's legitimate interests in establishing, exercising, or defending legal claims.

Data retention and data sharing

If it does not come to an employment relationship, we will delete your personal data after completion of the recruitment process and latest within 6 months (depending on the country of residence of the Heimstaden entity). We may, however, retain your personal data for up to 12 months with your consent. The personal data will in these cases only be used in connection with recruitment to another job position with us. It is voluntary to give such a consent, and you can withdraw your consent at any time.

For candidates hired, data will be kept until the end of the probation time or for the duration of the employment but only to the extent necessary for the employment relationship.

Your data will be stored in the EEA. We may share your personal data with third parties, such as (i) other Heimstaden entities if this is necessary for the administration of the recruitment, (ii) our partners (e.g. recruitment firms assisting us with the recruitment), (iii) other suppliers (e.g. providing technical support or solutions), and (iv) public and judicial authorities if we are required to do so by or under the law. Please note that this may involve access of your personal data for US entities, in which case protective measures have been implemented to ensure your privacy in accordance with the General Data Protection Regulation, such as EU approved contractual arrangements.

Your rights

You have several rights when we process your personal data:

- You can request a copy of all information we process about you.
- You can ask us to correct or supplement information that is incorrect or misleading.
- In certain situations, you can ask us to delete information about you.
- In some situations, you can also ask us to restrict the processing of your data.
- If we process data about you based on a balancing of interests, you have the right to object to our processing of your data.
- If our processing is based on your consent or a contract, you can ask us to transfer your data to another data controller.
- If our processing is based on your consent, you have the right to withdraw it at any time. This will not affect the lawfulness of the processing prior to the withdrawal but will take effect from the time you inform us of your withdrawal.

More information about your rights can be found here: <https://ico.org.uk/>

If you want to utilize any of your rights, requests can be submitted to us by sending an email or a letter to the Heimstaden entity you are applying for an employment with (contact details below). In doing so, you must indicate and briefly explain which right you wish to exercise. In our response we will give a reasoned answer. We normally respond to the request within 1 month of receipt unless we have a justified reason for an extended response time. If this is the case, the response period is extended in writing by a further maximum of 2 months (total 3 months).

If you disagree with the way we process your personal data or about anything else related to the processing of your personal data, you can lodge a complaint with us (contact details below). You also have the right to lodge a complaint with the Data Protection Authority.

Please note: The Data Protection Authority wants you to first submit your complaint to us before they will consider your complaint. You have the right to take your case to court; if you believe that the data

protection regulation is breached when processing your personal data, but also if you disagree with a decision of the Data Protection Authority (appeal).

Contact us:

Heimstaden UK Ltd

One Fleet Place
London EC4M 7WS, England
gdpr@heimstaden.co.uk

Heimstaden Group UK Ltd

Orion House
5 Upper St Martin's Lane
London, WC2H 9EA
gdpr@heimstaden.co.uk

Contact details to the Data Protection Authority:

Information Commissioner's Office
Contact through the website: <https://ico.org.uk/>