



Heimdall Power

Privacy Policy for Job Applicants

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PRIVACY POLICY FOR JOB APPLICANTS

1 INTRODUCTION

This privacy policy has been prepared by Heimdall Power AS ("**Heimdall Power**" "**we**" or "**us**") to ensure that you, as a job applicant, are provided with the information we have a duty to provide you with under the General Data Protection Regulation (Regulation (EU) 2016/679 – or the "**GDPR**") and the national data protection legislation implemented in the countries where we are established (together "**Data Protection Legislation**").

This privacy policy provides information about what personal data is, how Heimdall Power processes your personal data, the purpose of our processing, and on which legal basis Heimdall Power processes your data. In addition, we describe your rights under the Data Protection Legislation and how you can proceed if you wish to exercise these rights.

2 WHICH TYPES OF PERSONAL DATA DO WE PROCESS?

If you apply for employment with us, we will process the personal data you submit to us, typically your job application, CV, cover letters, references, diplomas, certificates, photo and contact information. If we contact you because we have an interest in you applying for a job with us, we will process publicly available personal data about you that are relevant to the recruitment process (such as your contact information, information about your qualifications, experience, current and former employers). Normally, we will collect additional information about you as the employment process proceeds, such as in connection with interviews, tests and contacting your references.

Please note that we do not necessarily process all of the above-mentioned categories of personal data, and that the above list may not be exhaustive. The scope of personal data processed will depend on the individual job application, and which types of personal data you provide in your application. If you want to find out which types of personal data Heimdall Power processes, you may submit a request to us using the contact information provided in Section 10 below.

3 THE PURPOSE OF AND LEGAL BASIS FOR PROCESSING OF YOUR PERSONAL DATA

We process the personal data of job applicants primarily to assess the applications we receive and to consider potential candidates for available positions. We have a legitimate interest in finding new employees, as well as in assessing the job applications we receive.

4 DISCLOSURE OF PERSONAL DATA

We use various service providers for IT and other administrative services. These service providers may process your personal data on our behalf. For instance, we sometimes use the assistance of recruitment agencies in our employment processes. In such cases, we will both receive and share your personal data from and with the recruitment agency.

We have entered into data processing agreements with all of the service providers. Under these agreements, the service providers are obligated to ensure that the personal data they process on our behalf is stored securely, is not made available to third parties, and is not used for other purposes than for providing the relevant services to us. If any of these service providers are located in a country outside the EU/EEA, we will ensure that your personal data is satisfactorily protected, e.g., by ensuring that the transfers are based on Standard Contractual Clauses (SCC), adopted by the European Commission.

We will not disclose your personal data to any other party than those specified above unless we are obligated to disclose this information by law.

5 HOW LONG DO WE STORE YOUR PERSONAL DATA?

We will delete or anonymize your personal data when this data is no longer necessary for the purpose for which it was collected. We generally rely on the following criteria to determine when to delete personal data which we have obtained in connection with employment processes:

- If you are hired by us, we will keep your job application and any other information we have collected in connection with the employment process. Normally, this information will be stored for the duration of your employment.
- If you are not hired by us, we will delete your personal data when the employment process has been completed. However, as a job applicant, you may choose to consent to the storage of your personal data, so that we may consider contacting you about future job opportunities. If so, your personal data will be deleted 12 months after the date of your consent, unless we hire you for a job, or you chose to withdraw your consent.

6 WHAT DO WE DO TO MAKE SURE YOUR PERSONAL DATA IS SAFE?

As the controller, we are responsible for making sure that your personal data is processed and stored safely. This means that we have implemented appropriate technical and organizational measures to ensure satisfactory information security. One example of such a measure is access control, which means that only persons with a need to know have access to your personal data.

7 WHAT ARE YOUR RIGHTS?

You have the following rights in connection with our processing of your personal data:

- **Access:** You may contact us to get access to and further information about the types of personal data we process about you.
- **Rectification:** If the personal data we have registered about you is incorrect, you may demand that we correct the information.
- **Erasure:** You may ask us to delete your personal data, something we will respect and do unless we have a legal obligation to store your personal data or other circumstances require

continued storage.

- **Restriction of processing:** You may also demand that we restrict the processing of your personal data, provided that the conditions for such restriction under Data Protection Legislation have been met. If we restrict the processing, your personal data will only be stored.
- **Object to processing:** If your personal data is being processed for marketing purposes, you have the right to object to the processing of your personal data. If your request is based on your unique circumstances (e.g., a special need to protect your identity), you may, pursuant to the Data Protection Legislation, object to our processing activities to protect your legitimate interests.
- **Data portability:** If we process your personal data based on your consent or for the purpose of performing a contract and your personal data is being processed automatically, you may demand that we release the personal data to you or to a third party in a structured, commonly used, and machine-readable format.

Please note that the above rights are not absolute and that there may be exceptions or limitations to your exercise of these rights. If you have any questions or want to exercise your rights, please contact us (see Section 10 for contact information).

8 HOW TO EXERCISE YOUR RIGHTS

If you wish to exercise your rights, as described above, you may contact us using the contact information provided in Section 10 below. We will respond to your request as soon as possible, and within 30 days at the latest. If we see that our response time will exceed 30 days, we will notify you.

If you believe we are in breach of the Data Protection Legislation, or if you are not happy with our processing of your request, you may lodge a complaint with the data protection authority in the EU/EEA country of your habitual residence, place of work or place of the alleged infringement. A list of the data protection authorities in the EU/EEA and their contact information can be found [here](#). The current Data Protection Legislation is available [here](#).

9 REVISIONS

We will from time to time revise this privacy policy as a result of changes to our processing of personal data or due to changes in the Data Protection Legislation. If the privacy policy is amended, we will post a revised version on our [website](#).

10 CONTACT INFORMATION

If you want more information about the types of personal data we process about you, or if you want to exercise your rights, please contact us by sending an e-mail at post@heimdallpower.com.