

Titel – Title		Dok.nr. – Doc. No.	Rev - Rev	Blad – Sheet
Privacy Policy - Recruitment		QD102031	C	1(2)
Kontr. – Reviewed	Uppgjord av – Author	Godkänd - Approved	Datum - Date	
HB	HB	ORFN	2021-09-02	

## Privacy Policy – Recruitment

This Privacy Policy contains information about how we process your personal data related to recruitment. We advise you to read our Privacy Policy carefully before agreeing to our processing of your personal data.

1. Key Concepts
2. Kaelus AB is the Personal Data Controller
3. What type of data do we collect?
4. How do we use the data?
5. Consent to mail correspondence and continued communication
6. For how long is the data kept?
7. Who can access the data?
8. Where is the data stored?
9. You are entitled to know what data we have about you
10. Contact details to Kaelus AB

### 1. Key Concepts

Personal data is information that can be used independently, or together with other information, to identify, localise or contact an individual. Examples of personal data include name, phone number and IP address.

Processing of personal data includes all type of personal data handling, e.g.: collection, analysis, registration and storing.

The Personal Data Controller determines the purpose of the processing of personal data and decides what personal data will be requested. The Personal Data Controller has the ultimate responsibility for your personal data being processed in accordance with applicable data protection laws.

### 2. Kaelus AB is the Personal Data Controller

Kaelus AB is the Personal Data Controller and responsible for the processing of your personal data.

### 3. What type of data do we collect?

We collect the information you have chosen to submit to us. Here are some examples of personal data we collect:

- Name
- Email address
- Phone number
- The company you work for
- The school you are enrolled with
- The program you study
- Year of program
- Other information, such personal letter, Curriculum Vitae

## Kaelus AB



Titel - Title		Dok.nr. - Doc. No.	Rev - Rev	Blad - Sheet
Privacy Policy - Recruitment		QD102031	C	2(2)
Kontr. - Reviewed	Uppgjord av - Author	Godkänd - Approved	Datum - Date	
HB	HB	ORFN	2021-09-02	

#### 4. How do we use the data?

The data you have submitted is used for the following purposes:

- Recruitment considerations
- Candidate review and selection activities

#### 5. Consent to mail correspondence and continued communication

By agreeing to our processing of your personal data for the purposes stated above, you agree:

- that we process your personal data in accordance with this Privacy Policy
- that we contact you via email or by phone

#### 6. For how long is the data kept?

We only process personal data for as long as it takes to fulfil the purpose of their collection, after which we delete the data.

If you have an active dialog with us, your data is stored for 24 months from the latest interaction; then we clear the data we have registered about you. An active dialog means having interacted with Microdata Telecom Innovation Stockholm AB, or representatives from Microdata Telecom Innovation Stockholm AB, via phone or by responding to emails, during the last 24 months.

If you have agreed to the processing of your personal data in connection with your acceptance of regular mailings to you, then we continue to process your personal data until you unsubscribe to mailings, after which we store your personal data for 24 months before it is cleared.

#### 7. Who can access the data?

Submitted data is available to a limited number of people within the company and who work in the Technology, Finance, Marketing and Sales departments.

#### 8. Where is the data stored?

The data is stored in the Microsoft Exchange group-mailbox named [career@kaelus.com](mailto:career@kaelus.com).

#### 9. You are entitled to know what data we have about you

The new data protection regulation came into force on May 25, 2018. You are entitled to receive a registry extract on the data we have about you. You may also request us to correct incorrect data or delete data about you. You are also entitled to withdraw your consent to our processing of your personal data. If you withdraw your consent, we will delete all data we have about you.

If you wish to withdraw your consent, or request a registry extract, correction or deletion, please contact us via the email address provided under the contact details section. To access your registry extract, you need to send an electronic copy of a signed document with your request.

#### 10. Contact details to Kaelus AB

Kaelus AB is the Personal Data Controller and responsible for the processing of your personal data. If you have questions regarding our processing or wish to get in touch with us to exercise your rights, please find our contact details below:

Kaelus AB  
Kanalvägen 15  
183 38 Täby, Sweden

Company Registration Number: E556055-5939  
email address: [info@kaelus.com](mailto:info@kaelus.com)

### Kaelus AB

Visiting address: Kanalvägen 15, 183 38 Täby, Sweden  
Postal address: P.O. Box 2871, 187 28 Täby, Sweden

E-mail: [info@kaelus.com](mailto:info@kaelus.com)  
Web: [www.kaelus.com](http://www.kaelus.com)