

## Academic Works processing of your personal data

### Candidates and job applicants

Purpose	Personal data	Legal ground	Time period
<p><b>Improve your website experience</b> Monitoring of how you as a website visitor use our website, in order of us to be able to develop and improve our website and provide you with relevant marketing. This processing of data may result in certain profiling of you, with the purpose to provide you with relevant send outs and other marketing. The profiling is based on your user behavior and will result in a scoring/ categorizing of you as a website visitor. The consequence of the scoring is that it helps us outline our marketing towards you.</p>	<ul style="list-style-type: none"> <li>• User-generated data, such as clicks made on our website</li> <li>• Technical data, such as equipment and IP address</li> <li>• Information about your website behavior</li> <li>• Country</li> <li>• Date</li> </ul>	Academic Works legitimate interest	Up to 38 months
<p><b>Registration of candidate profile</b> Gathering of information about you when you register as a candidate in our data base, within the scope of our user terms.</p>	<p>Depending on what information you add to your profile we may process the following information:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Password</li> <li>• Telephone number</li> <li>• Address</li> <li>• Uploaded documents, such as CV, personal letter, grades etc.</li> <li>• Work experience</li> <li>• Language knowledge</li> <li>• Competences</li> <li>• Educational experience</li> <li>• Possession of driver's license</li> <li>• Job preferences</li> </ul>	Performance of a contract	As long as you choose to be a registered user of our services *
<p><b>Job application</b> Gathering of information about you when you apply for a job via Academic Work. Most of the information is collected from your candidate profile, and the rest is provided by you in conjunction with the application.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Uploaded documents, such as CV, personal letter, grades etc.</li> <li>• Educational experience</li> <li>• Work experience</li> <li>• Reason for applying</li> <li>• Information about how you found the job ad</li> <li>• Potential notes from interviews, including salary requests etc.</li> <li>• Potential references</li> </ul>	Legitimate interest /Legal obligation	Until the recruitment process is finished and up to 24 months thereafter

	<ul style="list-style-type: none"> <li>• Test results from personality tests*</li> </ul> <p>* When personality tests are performed we will collect your consent to this processing before the tests are made</p>		
<b>Application for Academy</b> Completion of evaluation test.	<ul style="list-style-type: none"> <li>• Email address</li> <li>• Test results</li> </ul>	Legitimate interest /Legal obligation	Until the recruitment process is finished and up to 24 months thereafter
<b>Application for Academy</b> Application for an Academy class via Academic Work.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Uploaded documents, such as CV, personal letter, school grades etc.</li> <li>• Educational experience</li> <li>• Work experience, Reason for applying</li> <li>• Information about how you found the job ad</li> <li>• Potential notes from interviews, including salary requests etc.</li> <li>• Potential references</li> <li>• Test results from personality tests*</li> </ul> <p>* When personality tests are performed we will collect your consent to this processing before the tests are made</p>	Legitimate interest /Legal obligation	Until the recruitment process is finished and up to 24 months thereafter
<b>Candidate presentation</b> Presentation of you for our clients before potential recruitment. The presentation may occur either through our client web, an external recruitment tool or via email.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Short presentation</li> <li>• CV</li> <li>• Telephone number</li> <li>• Email address</li> </ul>	Legitimate interest	During the recruitment process and up to 24 months thereafter
<b>Job alerts</b> Send outs of job alerts based on your chosen preferences. All information you provide us with when creating a job alert will be used by Academic Work when new ads are categorized that matches your preferences, in order to provide you with relevant send outs.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Chosen job preferences</li> </ul>	Performance of a contract	As long as you are registered with us and have not deceived the job alert service
<b>Career tips</b> Send outs of guiding career tips, news and suggestions on how you can search the job market to find your new job.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Chosen job preferences</li> <li>• Information about previous jobs you have applied for</li> </ul>	Academic Works legitimate interest	As long as you are registered with us and have not objected to email send outs

<b>Events</b> Gathering of information about you before events that we arrange and that you chose to attend to, including potential events that we arrange together with our clients.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Educational experience</li> <li>• Time left until graduation</li> <li>• CV</li> </ul>	Academic Works legitimate interest	Until the event is finished and up to 3 months thereafter
<b>Events</b> Gathering of information about you before events that we arrange and that you chose to attend to, including potential events that we arrange together with our clients.	When applicable: <ul style="list-style-type: none"> <li>• Allergies</li> </ul>	Your consent	Until the event is finished and up to 3 months thereafter
<b>Events</b> Storage and other usage of pictures from our events.	<ul style="list-style-type: none"> <li>• Pictures</li> </ul>	Academic Works legitimate interest	Until the event is finished and up to 3 years thereafter
<b>Events</b> Statistical follow ups linked to our events, to develop and improve our business. We may for example follow up to see if your participation at the event led to you creating a profile at Academic Work, creating a job alert or applying for a job.	<ul style="list-style-type: none"> <li>• Information about whether you creative a profile</li> <li>• Information about whether you created a job alert</li> <li>• Information about whether you searched for a job</li> </ul>	Academic Works legitimate interest	As long as you are registered with us*
<b>Surveys</b> Regular send outs of surveys to develop and improve our business.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Job title</li> <li>• Survey answers</li> </ul>	Academic Works legitimate interest	12 months
<b>Customer service</b> When you contact us for help with any issues you may have with your account, we will have access to your personal data in conjunction with assisting you with your errand, for example when trouble shooting an error.	<ul style="list-style-type: none"> <li>• All personal data that you have on your candidate profile</li> </ul>	Performance of a contract	During the time we assist you with your errand

\* If you are inactive as a user of Academic Works services for three years, we will ask you if you want to continue being a part of our candidate database. If not, we will delete your account and all personal data that we do not need to save due to other legal requirements.

## Emergency contacts

Purpose	Personal data	Legal ground	Time period
<b>Emergency contact</b> Information about you is collected from an employee at Academic Work who has named you their closest relative to contact in case of emergency.	<ul style="list-style-type: none"> <li>• Name and contact information</li> <li>• Relation to the employee</li> </ul>	Academic Works legitimate interest	During the employee's employment period and up to 12 months thereafter

## References

Purpose	Personal data	Legal ground	Time period
<b>Reference check</b> Information about you as well as your reference statement is collected and saved when you act as reference for one of our candidates.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Notes from reference call with you</li> </ul>	Academic Works legitimate interest	Until the recruitment process is finished and up to 24 months thereafter

## Supplier contacts

Purpose	Personal data	Legal ground	Time period
<b>Contact and communication</b> Communication with contact persons at potential suppliers prior to and during a procurement.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Picture</li> <li>Personal identification number</li> <li>Written correspondence</li> </ul>	Performance of a contract	Up to three years
<b>Contact and communication</b> Communication with supplier contacts throughout the duration of the service/product agreement.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Picture</li> <li>Personal identification number</li> <li>Written correspondence</li> </ul>	Performance of a contract	During the agreement period and up to 3 years thereafter

## Clients and potential clients

Purpose	Personal data	Legal ground	Time period
<b>Communication</b> Communication with you as a contact person at a company/authority/organization, to market and sell our services.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Title</li> <li>Date of contact and meetings</li> <li>Potential notes from meetings/conversations with you, containing information you provide us with, such as needs</li> </ul>	Academic Works legitimate interest	During the period of time we have an ongoing dialog with you and up to 12 months thereafter

	within your organization for our services		
<b>Administrative client relationship</b> Processing of information about you as a contact person for Academic Works client when entering into and during the agreement between the client and Academic Work.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Title</li> <li>Date of contact and meetings</li> <li>Potential notes from meetings/conversations with you, containing information you provide us with during the client relationship</li> </ul>	Academic Works legitimate interest	During the agreement period and up to 36 months after
<b>Surveys</b> Send outs of surveys to measure and follow up on client satisfaction regarding Academic Works services.	<ul style="list-style-type: none"> <li>Name</li> <li>Email address</li> <li>Company</li> <li>Survey answers</li> <li>IP address</li> </ul>	Academic Works legitimate interest	12 months
<b>Client events</b> Gathering of information about you before client events that we arrange and which you choose to participate at.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Company</li> <li>Title</li> </ul>	Academic Works legitimate interest	Until the event is finished and up to three months thereafter
<b>Client events</b> Gathering of information about you before client events that we arrange and which you choose to participate at.	<ul style="list-style-type: none"> <li>Allergies</li> </ul>	Your consent	Until the event is finished and up to three months thereafter
<b>Send outs</b> Send outs of information via email that you have signed up for our that we think could be relevant for you. This processing of data may result in certain profiling of you, with the purpose to provide you with relevant send outs and other marketing. The profiling is based on your user behavior and will result in a scoring /categorizing of you as a website visitor. The consequence of the scoring is that it helps us outline our marketing towards you.	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Company</li> <li>Title</li> <li>User behavior on our website</li> <li>Scoring</li> </ul>	Academic Works legitimate interest	Until you unregister from our send outs