

## ***Academic Work cares about your personal integrity***

### ***Candidates, job seekers and other web visitors.***

<b>Purpose</b>	<b>Personal data</b>	<b>Legal ground</b>	<b>Retention period</b>
<p><b>Enhance your website experience</b> Monitoring how you, as a website visitor, interact with our site, with the aim of developing and improving our website and providing you with relevant marketing. This processing may involve some profiling of you to tailor relevant communications and other marketing efforts. The profiling is based on your user behavior, resulting in a scoring/categorization* of you as a website visitor.</p> <p>*When you, as a website visitor, fill out a form on our website, a cookie is activated to track your actions/behavior on the website and when you receive email communications from us. Depending on your actions/behavior, you are assigned 2 to 25 points. This scoring reflects your interest in our products and services, assisting us in shaping our marketing tailored to you.</p>	<ul style="list-style-type: none"> <li>• User generated data, such as click and visit behavior</li> <li>• Technical data, such as device and IP-address</li> <li>• Information on how you interact with us and use our services</li> <li>• Country</li> <li>• Date</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in marketing and selling our products and services and thus for you to have a good experience visiting our website. The information processed is limited and necessary for the purpose. It is also necessary for the processing to take place for us to initiate commercial collaboration. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>Up to 38 months</p>
<p><b>Registration of your candidate profile</b> Collection of information about you in connection with your registration in our candidate database, within the framework of our terms of use. If information about you is not collected, it is not possible to complete the registration in our candidate database.</p>	<p>Depending of the information you provide to us, the following details may be stored:</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>• Competencies</li> <li>• Educational experience</li> <li>• Possession of driver's license</li> <li>• Job preferences</li> </ul>	<p>Performance of <b>contract</b></p>	<p>As long as you choose to be a registered user of our services*</p>

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**Job application**

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.

- Name
- Email address
- Telephone number
- Uploaded documents, such as CV, personal letter, grades etc.
- Education experience
- Work experiences
- Reason for applying
- Information about how you found the job ad
- Potential notes from interviews, including salary request etc.
- Potential references
- Test results from tests

\*In applicable cases:  
social security number

Academic Work has a **legitimate interest** in processing the following personal data for individuals applying for jobs with or through us. We process this information to make a comprehensive assessment of the candidates applying for the position. The processed information is limited and necessary for the purpose. It is also necessary for the processing to take place, as this is our core business and thus commercially essential. Furthermore, we recognize that candidates applying for jobs with or through us have an interest in us processing this personal data. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

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**Job application – specifically about "Ability test"**

Collection of personal data to make available the Ability test during the recruitment process. Academic Work is joint controllers together with Alva Labs for the processing of personal data in relation to the test. Academic Work is responsible for processing the stated personal data. Alva Labs is responsible for processing name, email address, IP address, information about your device, test answers and results, content in support/chat messages.

- Name
- Email address
- Test results

Academic Work has a **legitimate interest** in processing the personal data for individuals applying for jobs with or through us. We process this information to make available objective and scientifically founded tests, to both get at comprehensive assessment of the candidates applying for the position, and to better identify talents and reduce the risk for bias and discrimination. The processed information is limited and necessary for the purpose. It is also necessary for the processing to take

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

place, as this is our core business and thus commercially essential. Furthermore, we recognize that candidates applying for jobs with or through us have an interest in us processing this personal data. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

#### Legal Obligation in Job Application

According to the Swedish Discrimination Act and the "Medbestämmandelagen", we are obligated to retain the documentation from the recruitment process for a period of two years. This timeframe aligns with when an applicant may open a case where the documentation from the process becomes the basis for legal proceedings.

- Name
- Telephone number
- Email address
- Uploaded documents, such as CV, personal letter, grades etc.
- Education experience
- Work experiences
- Reason for applying
- Information about how you found the job ad
- Potential notes from interviews, including salary request etc.
- Potential references
- Test results

#### Legal obligation

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

#### Defending Legal Claims

According to Swedish Discrimination Law and the "Medbestämmandelagen", a job applicant has the right to open a discrimination case against the company they applied to for up to two years. To legally address any potential case, we retain documentation from the recruitment process for two years from its closure.

- Name
- Telephone number
- Email address
- Uploaded documents, such as CV, personal letter, grades etc.
- Education experience
- Work experiences
- Reason for applying
- Information about how you found the job ad
- Potential notes from interviews, including salary request etc.
- Potential references
- Test results

#### Legal obligation

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

#### Searched candidate

Ibland kan vi komma att kontakta dig för att se om du är intresserad av ett jobb vi rekryterar till. Du har alltså inte själv sökt en tjänst via oss, utan vi har kontaktat dig i ett annat forum då din profil matchar den positionen vi rekryterar till. Om du är

- Name
  - Email address
  - Presentation of you
- In applicable cases:
- CV

Academic Work has a **legitimate interest** in contacting you for cases where you have a profile that matches the position we're recruiting to and that we believe you also would be interested

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

intresserad av att delta i rekryteringsprocessen, behöver vi behandla dina personuppgifter likt vilken kandidat som helst.

in. The processed information is limited and necessary for the purpose. It is also necessary for the processing to occur to initiate commercial collaboration. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

### Background Check

In certain recruitment processes, a background check may be conducted. You will receive information about this at an early stage in the process, along with details about the type of background check. This is one part of the recruitment process; together with tests, interviews, and discussions with you, we make a complete assessment.

- Name
- Social security number
- Email address

\*Results of the background check

Academic Work has a **legitimate interest** in conducting a background check during the recruitment process. This is done to complement interviews and tests with a verification of your background. Depending on the position, the check will vary, and you will receive more information if it becomes applicable to the recruitment process you are participating in. The processed information is limited and necessary for the purpose. It is also necessary for the processing to occur when it is part of the recruitment process, as we have a legitimate interest in finding the most suitable candidate. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

\* Accessible to AW for 2 weeks from the date the check is conducted.

### Credit Check

In certain recruitment processes, we may conduct a credit check on you as a candidate. You will receive information about this at an early stage in the process. This is one part of the recruitment process; together with tests, interviews, and discussions with you, we make a complete assessment.

Information that a check has been conducted:

- Personal information for consent:
- Name
- Personal identification number
- Signature

• \*Results of the check

Academic Work has a **legitimate interest** in conducting a credit check for candidates applying for certain positions. This is done to complement interviews and tests with a verification of your financial background. You will receive more

Information that a credit check has been conducted is retained until the recruitment process is completed and for up to 24 months thereafter.

The candidate's consent to undergo a

information about this at an early stage in the recruitment process. It is also necessary for the processing to occur when it is part of the recruitment process, as we have a legitimate interest in finding the most suitable candidate. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

credit check is stored for 6 months.

\*The result is not stored; whether the candidate has passed or not, it is only displayed at the time of the check and is not subsequently processed by Academic Work.

#### Extract from the Criminal Record

In certain recruitment processes, we may ask you, as a candidate, to order and present an 'Extract from the Criminal Record' ("Utdrag ur belastningsregistret"). You will receive information about this at an early stage in the process. As a candidate, you will personally order this extract. The information in the extract is handled with utmost confidentiality, and Academic Work will never take a copy, make notes, or save the result. What Academic Work does is review the information in the extract during a meeting with you. After the meeting, AW will no longer have access to the information and will not process it further. This is one part of the recruitment process; together with tests, interviews, and discussions with you, we make a complete assessment

- Information that a control of your criminal record has been done

Academic Work has a **legitimate interest** in requesting a candidate to order an extract from the criminal record and present it to the employee responsible for the specific recruitment process at Academic Work. This is done to complement interviews and tests, a verification of your background. No information will be processed further; the recruiter will only view the extract on one occasion and will not save the content of the extract in any way. It is also necessary for the process to occur when it is part of the recruitment process, as we have a legitimate interest in finding the most suitable candidate. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

AW processes the information about you found in the extract. Personal data will only be processed through viewing the extract, in a meeting between you and the recruiter at AW. Afterward, AW will not have access to the personal data or the content of the extract.

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<b>Application for AW Academy</b> Conducting selection tests.	<ul style="list-style-type: none"> <li>Email address</li> </ul>	Academic Work has a <b>legitimate interest</b> in processing your email address when you are to complete an initial test as part of the application for an Academy program. The information processed is limited and necessary for the purpose. It is also necessary for the process to occur for you as an individual to participate in the application process for AW Academy. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	This processing continues until the recruitment process is completed and for up to 24 months thereafter.
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<b>Saving Test Results</b> After completing a test, you can choose to consent to the storage of the results for future tests.	<ul style="list-style-type: none"> <li>Test results</li> </ul>	<b>Consent</b> from you	24 months, or until you withdraw your consent
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<b>Application for AW Academy</b> Application to a Academy-program through Academic Work.	<ul style="list-style-type: none"> <li>Name</li> <li>Telephone number</li> <li>Email address</li> <li>Uploaded documents, such as CV, personal letter, grades etc.</li> <li>Education experience</li> <li>Work experiences</li> <li>Reason for applying</li> <li>Information about how you found the job ad</li> <li>Potential notes from interviews, including salary request etc.</li> <li>Start Date</li> <li>Potential references</li> <li>Test Results</li> <li>Selection Test Results</li> </ul>	Academic Work has a <b>legitimate interest</b> in processing the following personal data for individuals applying for education via AW Academy. We process this information to thoroughly assess the candidates seeking the education. The information processed is limited and necessary for the purpose, aligning with our core business and commercial necessity. We also recognize the candidates' interest in us processing this personal data when applying for jobs through or with us. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	This processing continues until the recruitment process is completed and for up to 24 months thereafter.
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**Legal obligation in application**

According to the Discrimination Act (Diskrimineringslagen) and the Co-Determination Workplace Act (Lag om medbestämmande i arbetslivet) in the, we are obligated to retain the documentation from the recruitment process for two years, as this is the timeframe within which an applicant can initiate a case where the documentation becomes the basis for the legal process.

- Name
- Telephone number
- Email address
- Uploaded documents, such as CV, personal letter, grades etc.
- Education experience
- Work experiences
- Reason for applying
- Information about how you found the job ad
- Potential notes from interviews, including salary request etc.
- Start Date
- Potential references
- Test Results
- Selection Test Results

**Legal obligation**

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

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**Defending Legal Claims**

Swedish Discrimination Act (Diskrimineringslagen) and the Co-Determination Workplace Act (Lag om medbestämmande i arbetslivet) state that a job applicant can open a discrimination case against the company they applied to within a two-year period. To legally address such a potential case, we retain documentation from the recruitment process for two years after its closure.

- Name
- Telephone number
- Email address
- Uploaded documents, such as CV, personal letter, grades etc.
- Education experience
- Work experiences
- Reason for applying
- Information about how you found the job ad
- Potential notes from interviews, including salary request etc.
- Start Date
- Potential references
- Test Results
- Selection Test Results

**Legal obligation**

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

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**Academy – Newsletter**

Regular newsletters containing the latest information are sent to you as a participant.

- Email address

Academic Work has a **legitimate interest** in processing your email address to send newsletters with information to you. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for you as an individual to access the information by expressing interest in the newsletters. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

Until the completion of the education.

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**Academy – Evaluations**

Regular evaluations are sent to you to help us improve our education. The evaluations are anonymous, but we handle information about you when sending these.

- Name
- Email address
- Responses from Evaluations

Academic Work has a **legitimate interest** in processing your personal data to send out evaluations with questions to you. This is to give you an opportunity to describe your experience and provide feedback on what we do well and areas for improvement. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for us to have an opportunity to enhance our service and education. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

Up to 12 months

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**Candidate Presentation**

Presentation of yourself to our clients for potential recruitment. The presentation can occur either through our client portal, an external recruitment tool, or via email.

- Name
- Presentation of you
- CV
- Telephone Number
- Email address

Academic Work has a **legitimate interest** in presenting your profile and application to a client to perform our service, where a candidate presentation to a recruiting client is part of the recruitment process. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for you as an individual to participate in the recruitment process that we conduct on behalf of our clients. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

During the recruitment process and up to 24 months thereafter.

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**Job alerts**

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 match your preference, in order to provide you with relevant send outs.

- Name
- Email Address
- Specified Job Preferences

Performance of **contract**

As long as you have registered yourself with us for job alerts and have not completely deactivated the service.

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**Carrier tips**

Send outs of guiding career tips, news and suggestions on how you can search the job market to find your new job.

- Name
- Email address
- Chosen job preferences
- Information about previous jobs you have applied for

Academic Work has a **legitimate interest** in assisting job seekers in entering and being attractive in the job market, as part of what we offer. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur, as this is part of our core business and thus commercially necessary. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

As long as you are registered with us and have not deactivated email send outs.

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**Events**

Collection of data about you before events that we organize, including any events organized in collaboration with our clients.

If applicable:

- Name
- Email address
- Telephone Number
- Educational experience
- Time left until graduation
- CV

Academic Work has a **legitimate interest** in selling and marketing our services. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for us to initiate commercial collaboration with prospective candidates and consultants. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

Until the event is concluded and up to three months thereafter.

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<p><b>Events</b> Collection of data about you before events that we organize and that you have chosen to attend, including any events organized in collaboration with our clients.</p>	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Allergies</li> </ul>	<p><b>Consent</b> from you</p>	<p>Until the event is concluded and up to three months thereafter, or until you withdraw your consent</p>
<p><b>Events</b> Storage and other use of images and video material from social gatherings, events, etc.</p>	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Images</li> <li>• Video Material</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in taking pictures and recording video material during certain events to later promote our services. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for Academic Work to showcase what events with us may look like. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>Until the event is concluded and up to six years thereafter, as long as the specified purpose continues to be fulfilled.</p>
<p><b>Events</b> Certain statistical tracking related to events for the purpose of developing and improving our operations. For example, we may follow up on whether your participation in the event has led to creating a profile with Academic Work, setting up job monitoring, or applying for a job.</p>	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Information about created profile</li> <li>• Information about created job monitoring</li> <li>• Information about applied jobs</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in following up on whether your participation in an event we held led to creating a profile with us. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for us to ensure that our events capture individuals' interest and that we market ourselves as an attractive career partner. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>As long as you are registered with us*</p>

<p><b>Event – Hackathon och Coding Challenge</b> The events "Hackathon" and "Coding Challenge" will be planned, organized, and conducted in collaboration with our partner. Participation requires registration where personal information is provided for the creation of an account by our partner.</p>	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• "Alias"</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in processing your personal data for you to fully participate in the event. You need to provide this personal information for us to register you for the event and ensure your full participation in the competitions and exercises involved. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for us to offer a satisfactory event for everyone wishing to participate. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>Until the event is concluded and up to three months thereafter.</p>
<p><b>Event – Hackathon och Coding Challenge</b> During the event, various coding competitions will take place, resulting in code as the outcome of the competitions.</p>	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Code (results of competitions)</li> </ul>	<p><b>Consent</b> from you</p>	<p>Until the event is concluded and up to three months thereafter or until you withdraw your consent</p>
<p><b>Surveys</b> Regular send outs of surveys to develop and improve our business.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Job Title</li> <li>• Survey answers</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in processing your personal data to send out surveys that form the foundation of our work in developing our operations. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur for us to offer you the opportunity to express your thoughts on your experience with us and use that</p>	<p>12 months</p>

		feedback to develop our operations. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	
<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 data on your candidate profile</li> </ul>	Performance of <b>contract</b>	During the time we handle your case

\* 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.

### **Relative as Emergency Contact**

Purpose	Personal data	Legal ground	Retention 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 Work have a <b>legitimate interest</b> in processing this data as the role of employer and an employers responsibility. The information processed is limited and necessary for the purpose. It is also necessary for the processing to occur, so that we are able to contact you if we need to. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	During the employees employment and up to 12 months thereafter

## References

Purpose	Personal data	Legal ground	Retention 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 Work has a <b>legitimate interest</b> in gathering personal data about you as a reference to carry out this step in our core business, the recruitment process. The processed information is limited and necessary for the purpose. It is also necessary for the processing to occur for us to have a comprehensive profile of the candidate who has applied for a position with us, making it a crucial step in our recruitment process. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	This processing continues until the recruitment process is completed and for up to 24 months thereafter.

## Office Visitors

Purpose	Personal data	Basis for Processing	Retention Period
<b>Camera surveillance</b> Camera surveillance to provide evidence in situations where an alarm is triggered and needs to be investigated by an external party.	<ul style="list-style-type: none"> <li>Recording of movement, no audio</li> </ul>	Academic Work has a <b>legitimate interest</b> in recording footage from our surveillance cameras for investigation purposes when an alarm is triggered. The processed information is limited and necessary for the purpose. It is also necessary for the processing to occur for Academic Work to provide evidence to the party investigating the reason for the	72 hours

		alarm. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	
<p><b>Visitor Management</b> When you visit an Academic Work office, you will be welcomed by our reception. If your visit involves meeting an Academic Work employee, that employee will meet you at the reception. If you borrow access tags/cards, the reception will assist you, and in such cases, both mentioned personal data will be stored.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>If you borrow a office-tag</li> <li>• Phone number</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in collecting and processing this information to make sure you receive a great welcome and to administrate borrowed access tags/cards when you visit our office. This is to ensure the return of tags/cards and, if necessary, to contact you to get the tag/card back. The processed information is limited and necessary for the purpose. Processing is also necessary to provide visitors with a high-quality welcome. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>Until you return the borrowed access tags/cards.</p>

## Suppliers

Purpose	Personal data	Legal ground	Processing Period
<p><b>Contact and Communication</b> Communication with contact persons at potential suppliers prior to and during a procurement.</p>	<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>	<p>Academic Work has a <b>legitimate interest</b> in collaborating with suppliers that support our operations and meet our supplier requirements. The processed information is limited and necessary for the purpose. Processing is also necessary to ensure that we work with suppliers supporting our operations. Academic</p>	<p>Up to 3 years</p>

		Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	
<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>	Academic Work has a <b>legitimate interest</b> in ensuring that our suppliers adhere to the signed agreement, and the service/product meets our expectations. The processed information is limited and necessary for the purpose. Processing is also necessary to obtain the service/product we purchase. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	During the contract period and up to 3 years after the end of the contract period.
<b>Verification of Payments</b> Verification of payments by analyzing payment files to ensure their validity.	<ul style="list-style-type: none"> <li>Personal identification number, if provided as the organization number</li> </ul>	Academic Work has a <b>legitimate interest</b> in processing payments to ensure accuracy. The processed information is limited and necessary for the purpose. Processing is also necessary to verify that all details match and that payment files are valid. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	14 days

### ***Clients and potential clients***

Purpose	Personal data	Legal ground	Processing Period
<b>Communication</b> Communication with you as a contact person at a company/authority/organization to	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Title</li> </ul>	Academic Work has a <b>legitimate interest</b> in marketing and selling our products and	During the time we have ongoing dialogue with you and up to 12 months thereafter.

market, and sell our services.

- Date of contact and meetings
- Potential notes from meetings/conversations and meetings with you, containing information you provide us with, such as needs within your organization for our services

services. The processed information is limited and necessary for the purpose. Processing is also necessary to initiate commercial collaboration. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

#### Voice recording in meetings

In meetings with one of our account managers, your voice might be recorded. You will be informed prior to the meeting and also have the possibility to request of AW not to record the voice. We record the voice for the purpose of coaching our account managers as well as creating meeting notes. This is done by an AI-tool, which is one of our supplier's, "Astrid Education AB". Our account managers can end the recording during the meeting, if necessary.

- Voice recording

Academic Work have a **legitimate interest** to process your personal data for the purpose of recording the meeting and by this making sure our account managers receive coaching based on how they performed during the meeting. This is why the recording of the meeting is necessary and how it fulfills the purpose. The processed information is limited and necessary for the purpose. Processing is also necessary since the AI-tool, beyond coaching our account managers, also will create anonymized meeting notes. Both of these activities is part of Academic Works core business, and therefore, commercially necessary. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

Up until 5 minutes have passed after the meeting or the recording is ended

#### Administration client relationship

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.

- Name and contact information
- Title
- Date of contact and meetings
- Potential notes from meetings/conversations with you, containing information you provide

Academic Work has a **legitimate interest** in developing its business and collaboration with you as a customer. The processed information is limited and necessary for the purpose. Processing is also necessary to develop our

During the contract period and 36 months thereafter.



	us with during the client relationship	collaboration with you and ensure we meet your expectations. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	
<b>Scheduling for staff</b> If you hire Staffing Service consultants from us, as the employer, we will schedule them in an external system rented from a supplier. To enable you to access the schedule for your consultants, we may, upon your interest, input your personal data.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• Email address</li> </ul>	Academic Work has a <b>legitimate interest</b> in processing your personal data to enable you to schedule and administer your consultants. The processed information is limited and necessary for the purpose. Processing is also necessary as this is part of our core business and, therefore, commercially necessary. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	During the collaboration.
<b>Surveys</b> Send outs of surveys to measure and follow up on client satisfaction regarding Academic Work's services.  *Specific for "CX Survey"	<ul style="list-style-type: none"> <li>• Name and contact information</li> <li>• Email address</li> <li>• Company</li> <li>• IP address</li> <li>• Survey responses</li> </ul> <p>*Name and email address as well as possible personal data you provide in a free text answer</p>	Academic Work has a <b>legitimate interest</b> in developing its business and collaboration with you as a customer. The processed information is limited and necessary for the purpose. Processing is also necessary to make sure you have the possibility to give us feedback regarding the collaboration. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.	12 months *3 years
<b>Survey regarding the consultants performance</b> Send outs of surveys to give you a chance as buying client, to address your experience of your consultants performance during the assignment	<ul style="list-style-type: none"> <li>• Email address</li> <li>• Clients' performance evaluation</li> </ul>	Academic Work has a <b>legitimate interest</b> in exploring how you as the buying client experience the consultants performance during	5 months

the specific assignment. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, so that we can develop our services and the collaboration with you, and explore possibilities in developing our consultants. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.

**Tool for candidate presentations**

In the last phase of the recruitment process, we present final candidates to the client. Here, the client has the opportunity to review the candidate presentation and in order for us to give you this opportunity, we must process personal data of you, in order for you to be able to log in.

- Name
- Email address

Academic Work has a **legitimate interest** in processing your data to fully administer candidate presentations. In the presentation tool, you, as the purchasing client, can take part of the candidates we have found that match the position. This is part of the communication in the recruitment process. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to fulfill our responsibilities in the collaboration. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

This processing continues until the recruitment process is completed and for up to 36 months thereafter.

**Processing information in Free-text answers for candidate presentations**

In the last phase of the recruitment process, we present final candidates to the client. Here, the client has the opportunity to review the candidate presentation and provide feedback/thoughts/answers in the form of free-text responses.

- Name
- Email address
- Free-text answer

Academic Work has a **legitimate interest** in processing your data to fully administer candidate presentations. In the presentation tool, you, as the purchasing client, can provide feedback in a free-text answer visible to Academic Work. This is part of the

This processing continues until the recruitment process is completed and for up to 24 months thereafter.

communication in the recruitment process. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to fulfill our responsibilities in the collaboration. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

**Follow-up and feedback from Incoming calls**

We handle cases when you, as a customer, call our receptions seeking an Academic Work employee. We collect your name, phone number, and message/issue before forwarding it internally to the employee you wish to contact.

- Name
- Phone number
- Message

Academic Work has a **legitimate Interest** in saving your name and phone number along with a message when you contact our reception. This is to internally forward the message and sender to the relevant recipient within Academic Work. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to offer the service you request. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

3 months after the call is made

**New meeting survey**

After your initial meeting with Academic Work, we will send out a survey to gather your feedback on how you experienced the meeting and your thoughts on continued or future collaboration.

- Name
- Email address
- Company

Academic Work has a **legitimate Interest** in saving your contact information to send out a survey after the company's first meeting with Academic Work. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to understand how you perceive the collaboration with us. Academic Work's legitimate interest overrides the individual's interests,

The information is anonymized after 3 years

		rights, and freedoms in this situation.	
<p><b>Client events</b> We collect certain information about you for potential customer events organized by Academic Work that you participate in.</p>	<ul style="list-style-type: none"> <li>Name and contact person</li> <li>Company</li> <li>Title</li> <li>Picture</li> <li>Possibly recording of movement</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in developing its collaboration with you as a customer and do so by organizing events where you attend. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to develop our collaboration with you. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>Until the event is completed and up to three months thereafter. Any images and/or recording of movement are saved for six years after the event as long as the stated purpose continues to be fulfilled.</p>
<p><b>Client events</b> Information about allergies is possibly collected for client events, and this data is retained until three months after the event.</p>	<ul style="list-style-type: none"> <li>Allergies</li> </ul>	<p><b>Consent</b> from you</p>	<p>Until the event is completed and up to 3 months thereafter.</p>
<p><b>YPAI events</b> We process personal data of you after a YPAI event if you signed up to join and whether you've ordered from us after.</p>	<ul style="list-style-type: none"> <li>Name</li> <li>Email address</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in marketing and selling its products and services. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to follow up on initiated commercial collaborations. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.</p>	<p>3 months</p>
<p><b>YPAI events</b> We process personal data of you after a YPAI event to make sure you receive an invitation the following year.</p>	<ul style="list-style-type: none"> <li>Name</li> <li>Email address</li> </ul>	<p>Academic Work has a <b>legitimate interest</b> in marketing and selling its products and services. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur</p>	<p>1 year</p>

for us to make sure you are invited again to a previously visited event. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

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#### YPAI events

We process your personal data for marketing purposes we've created during an YPAI event you have attended. You consent to the processing before it begins.

- Name
- Company
- Title
- Picture
- Voice recording
- Recording of movement (video recording)

**Consent** from you

5 years

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#### Email send outs

Sending information via email that you have signed up for or that we believe 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 behaviour 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.

\*When you, as a website visitor, fill in a form on our website, a cookie is activated, tracking your actions/behavior on the website and when you receive email messages from us. Depending on your actions/behavior, you are assigned 2 to 25 points. This score reflects your interest in our products and services and assists us in tailoring our marketing to you.

- Name and contact information
- Company
- Title
- User behavior on our website
- Scoring

Academic Work has a **legitimate interest** in marketing and selling its products and services. The processed information is limited and necessary for the purpose. It is also necessary for processing to occur for us to initiate commercial collaboration and make sure we understand your needs. Academic Work's legitimate interest overrides the individual's interests, rights, and freedoms in this situation.

Until you unsubscribe from our send outs.

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#### **Last update**

2024-12-10