

Academic Work cares about your personal integrity

At Academic Work, we care about protecting your personal integrity. To make sure that the personal data we collect is processed in a responsible and secure manner, we work actively with data protection issues. On this page, you can learn more about how we process your personal data and what rights you have according to applicable privacy regulations. If you have any questions about our privacy work or our processing of your data, you are always welcome to contact us at privacy@academicwork.se.

What personal data do we collect and why?

Academic Work will collect personal data about you within the scope of the services we provide. The collection and subsequent processing of your data is necessary in order for us to fulfil our obligations towards you in accordance with the User Terms or as further needed to fulfil the data processing purpose. For example, we may need to keep certain data about you in order to fulfil legal obligations, such as those imposed by labour law or accounting regulations.

We will also collect your personal data when you visit our website by using cookies – with your approval. As a website visitor, you are not obligated to give us access to your personal data and can avoid this by not accepting our use of cookies on your device.

Consultants

Purpose	Personal data	Legal ground	Time period
Before employment Gathering of information about you prior to signing your employment contract.	<ul style="list-style-type: none"> Name Address Bank Account information Personal identification number 	Performance of a contract	During the employment period and up to 10 years after
Before employment Saving information about closest relative for contact in case of an emergency.	<ul style="list-style-type: none"> Name and contact information to family, relatives, or other contact person 	Academic Work has a legitimate interest in collecting information for your next of kin prior to employment, so we have the information when needed. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, in order for Academic Work to take responsibility as an employer in a situation where your next of kin	During the employment period and up to 12 months thereafter

			should be contacted. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.
During your employment During your employment, we process your personal data in order to fulfil our responsibilities as an employer according to the Swedish Work Environment Act (Arbetsmiljölagen).	<ul style="list-style-type: none"> Sick leave 	Legal obligation	During the employment period and for 10 years thereafter.
Other employment Obtaining information about studies as proof of other occupation.	<ul style="list-style-type: none"> Student-ID 	Performance of a contract	During the employment period
Pension Gathering of information needed for pension payments and administration of such payments.	<ul style="list-style-type: none"> Name Employment information, such as employment period and type Personal identification number 	Legal requirement	During the employment period and until pension
Employment follow-up Regular follow ups are performed to make sure that you as an employee feel that you have a safe and secure work environment where you feel comfortable	<ul style="list-style-type: none"> Notes from regular check-ups with you 	Legal requirement	During the employment period and 5 years after
Scheduling If you work as a Staffing Service consultant, we as an employer will schedule you in an external system that we rent from a supplier. You will receive more information about this when you are hired.	<ul style="list-style-type: none"> Name Phone number Email address 	Academic Work has a legitimate interest in processing your personal data in order to schedule and administer your shifts. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, as this is part of our core business and thus commercially necessary. Academic Work's legitimate interest overrides the individual's interest,	During the employment

rights and freedoms in this situation.

Salary payments Administration of salary payments.	<ul style="list-style-type: none"> • Personal identification number • Email address • Address • Bank information • Work place • Time reporting • Vacation application 	Performance of contract	During the employment period and 10 years after
Salary payments Administration of certain situations prior to salary payments and within the scope of our responsibility as an employer, such as sick leave and other absences.	When applicable: <ul style="list-style-type: none"> • Medical certificate • Evaluation of reoccurring sick leave • Sick period • Reports of work injuries • Applications for parental leave • Requests for reading glasses 	Legal requirement	During the employment period and 10 years after
Union membership Registration and administration of your union membership.	<ul style="list-style-type: none"> • Union membership 	Legal requirement	During the employment period
Performance evaluation Regular evaluation of your performance at work prior to yearly salary review.	<ul style="list-style-type: none"> • Documentation and notes from regular performance evaluations • Result from evaluation • Salary level and motivation for this 	Legal requirement	During the employment period and 10 years after
Performance evaluation Regular evaluation of your performance at work prior to yearly salary review.	<ul style="list-style-type: none"> • Documentation and notes from regular performance evaluations • Result from evaluation • Salary level and motivation for this 	Performance of contract	During the employment period and 10 years after

<p>Evaluation of well-being at work Continuous evaluation of if you would recommend Academic Work as an employer.</p>	<ul style="list-style-type: none"> • Name (possibility to be anonymous) • Answers from evaluation • Feedback from you 	<p>Academic Work has a legitimate interest in processing your personal data in order to send you an evaluation. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, so that you as an employee can inform us of your opinions and thus help us to develop as a company and employer. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.</p>	<p>12 months</p>
<p>Education Collection of information about you, prior to you partaking in training (courses, programs) we provide</p>	<ul style="list-style-type: none"> • Name • Email address 	<p>Academic Work has a legitimate interest in processing your personal data in order to invite you to a course that you as an employee will have the opportunity to complete. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, so that you as an employee have the opportunity to develop and that we thus act on the basis of our interest in being your career partner. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.</p>	<p>6 weeks after you have been invited to the training</p>
<p>Academy In order to administer the class participants in one of our Academy programs, we will process your personal data separately until you have completed the training. After you are done, these will be removed and replaced with information in our systems when you have become a consultant with us.</p>	<ul style="list-style-type: none"> • Name • Personal identification number • Email address • City • Associated office at Academic Work • Address • Test results from the Academy training • CV 	<p>Academic Work have a legitimate interest in processing your personal data, in order to administrate your participation during an Academy-program. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place,</p>	<p>While you are enrolled in an Academy program</p>

so that we are able to follow you and your progress during the training, and further your journey towards a job. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.

Save test results

After completing the test, you can consent to the result being saved for future tests.

- Test results

Consent from you

2 years or until you withdraw your consent

Academy

If you, after graduation from a Academy-program, not directly have a position with one of our clients, we process some personal data about you in order to present you and your profile to our clients.

- Name
- Office
- CV

Academic Work has a **legitimate interest** in processing your personal data in order to administrate your profile and CV after you've graduated from Academy. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place so that we can present your profile to our clients and find a job that suits your profile which part of our business idea. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.

Until you're working at one of our client's

Academy

After you have completed an Academy program with us, we save your CV to follow up after you have completed the program and, if necessary, if you apply for a new job, be able to present your profile including CV to the client.

- CV

Academic Work has a **legitimate interest** in processing your personal data in order to follow up your education via an Academy program. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, in order for Academic Work, if necessary, to be able to present you to the client if you are going to apply for a

2 years

job through us. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.

Academy

If you carry out an Academy program that is directly linked to a client, we administer your personal data in combination with the client company you will be working for.

- Name
- Telephone number
- Email address
- Job
- Place

Academic Work has a **legitimate interest** in processing your personal data in order to administrate you as a consultant who have completed a Academy-program that were created for a specific client. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, to ensure that we have documentation about your profile, how your participation in the program went and which client you will start working for after graduation. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.

Until after graduating from the Academy program

Academy

If you do not complete the entire Academy training, we need to administer your debt to us as well as any salary payment.

- Name
- Social security number
- Email address
- Telephone number
- Address

Performance of **contract**

10 years

Academy – Newsletter

As an Academy consultant, you will receive emails from Academic Work with the latest news from us.

- Email address

Academic Work has a **legitimate interest** in marketing our services and letting you know what the latest news is. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place, in order for us to be able to maintain a good dialogue with our consultants. Academic Work's legitimate interest overrides the individual's interest,

3 months

			rights and freedoms in this situation.
Events Gathering of information about you in conjunction with events that we arrange and which you choose to participate at.	If applicable: <ul style="list-style-type: none"> • Name • Email address • Telephone number • Educational experience • Time left until graduation 	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 that the processing takes place, in order for us to be able to initiate commercial cooperation with prospective candidates and consultants of ours. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.	Until the event is finished and up to 3 months thereafter
Events Gathering of information about you in conjunction with events that we arrange and which you choose to participate at.	If applicable: <ul style="list-style-type: none"> • Allergies 	Consent from you	Until the event is finished and up to 3 months thereafter or if you withdraw your consent
Event – Hackathon and Coding Challenge The events "Hackathon" and "Coding Challenge" will be planned, organized and together with our partner implemented. In order to participate, registration where personal information is provided, is required in order for an account to be created by our partner.	<ul style="list-style-type: none"> • Name • Email address • "Alias" 	Academic Work has a legitimate interest in processing your personal data in order for you to be able to participate fully in the event. You need to provide this personal information in order for us to be able to register you for the event and ensure that you can participate fully in the competitions and exercises that are included. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place in order for us to be able to offer a satisfactory event for everyone who wishes to participate. Academic Work's legitimate interest	Until the event is finished and up to 3 months thereafter

		overrides the individual's interest, rights and freedoms in this situation.	
Event – Hackathon och Coding Challenge During the event, different competitions will occur where the participants create codes. In the end of the competition, the result will be a code.	<ul style="list-style-type: none"> • Code (results from the competitions) 	Consent from you	Until the event is finished and up to 3 months thereafter or until you withdraw your consent
Surveys Regular survey send-outs to develop and improve our business.	<ul style="list-style-type: none"> • Name • Educational background • Email address • Survey answers 	Academic Work has a legitimate interest in processing your personal data in order to be able to send out surveys to you, which is part of the foundation of our work to develop our business. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place in order for us to be able to offer you the opportunity to express your thoughts about your experience with us and for us to use to further develop our business. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.	12 months
Termination of employment When your employment is coming to an end, your manager at Academic Work will call you to conduct a final conversation.	<ul style="list-style-type: none"> • Name • Telephone number 	Academic Work has a legitimate interest in processing your personal data in order to be able to conduct a final conversation between you as an employee and Academic Work as an employer. The information processed is limited and necessary for the purpose. It is also necessary that the processing takes place in order for Academic Work to be able to thank you for the collaboration and also receive your experience of being employed by us, as	5 years

		part of our work to become a satisfactory employer. Academic Work's legitimate interest overrides the individual's interest, rights and freedoms in this situation.	
Termination of employment Storage of your letter of resignation prior to and after your employment has ended, as proof of voluntary resignation.	<ul style="list-style-type: none"> • Letter of resignation 	Legal requirement	2 years
Termination of employment Creation and hand out of work certificate.	<ul style="list-style-type: none"> • Work certificate 	Legal requirement	3 months
Distribution of moving material During your employment, you may become part of Academic Work's marketing in recorded, video material that is distributed in internal or external channels. This only happens after you have consented to the specific processing.	<ul style="list-style-type: none"> • Video recording 	Consent from you	As long as the stated purpose is fulfilled, but no longer than 6 years or until you withdraw your consent

How do we get access to your personal data?

Most of the personal data that we store about you is data that you have provided us with yourself, such as when you register as a user on our website, when you apply for a job via Academic Work, or when you contact us regarding other matters like our services and business.

Who will we share your personal data with?

In some cases, we might share your personal data with external parties. This might, for example, be vendors or authorities that we are under a legal obligation to provide with certain information. When we share your personal data with an external party, it will only be for those purposes for which the data was initially collected. We will always take the necessary precautions to ensure that the external party processes your data in a correct and secure manner, such as by entering into binding agreements with our vendors.

Your personal data may be shared with the following external parties:

Entities in Academic Work Group – Sometimes, we may share your information with other entities in our Group. For example, this may occur during a recruitment process when the other entity provides services that may result in processing your data on our behalf.

Vendors – We may sometimes share your personal data with our vendors, such as IT vendors for storage and operations management, vendors of marketing tools, recruitment tools, and personality tests.

Authorities – If required by national or international legislations, we may need to share your personal data with authorities, such as the Swedish Tax Authority (*Skatteverket*) or the Swedish Social Insurance Authority (*Försäkringskassan*).

Clients – If you apply for a job via Academic Work and progress through the recruitment process we will, at the end of the process, present your information to our client. The recruiting client is responsible for how they handle the data that they receive. If you have questions about how our clients handle your personal data, we recommend that you turn directly to them, and Academic Work is happy to assist you in contacting them.

You are always welcome to contact us for more detailed information about which external parties we share your personal data with.

Where do we process your personal data?

We always do our best to make sure that your personal data is not stored or otherwise processed in countries outside of the EU/EEA. If your personal data is transferred to countries outside the EU/EEA, we will use the necessary safeguards to ensure that your personal data is processed in a way that is in accordance with applicable privacy regulations, such as appropriate safeguards for the transfer. If you would like a copy of the safeguards used or if you would like more information about where your personal data is processed, you are always welcome to contact us.

What rights do you have?

Applicable privacy regulations provide you with a number of rights when your personal data is processed. Below you will find a short description of those rights. What rights you have may vary, depending upon the purposes for which we are processing your data.

Right to withdraw consent – When our right to process your personal data is based on your consent, you always have the right to withdraw your consent. The easiest way for you to do this is by contacting privacy@academicwork.se.

Right to access – If Academic Work is processing your personal data, you have the right to request a confirmation of this fact and to receive information about the processing. You also have the right to ask for a copy of the personal data we process about you without cost.

Right to rectification – In some cases, you have the right to ask Academic Work to rectify your data that you consider to be incorrect or incomplete. Nonetheless, you always have the possibility to change information that you have added to your candidate profile.

Right to object – In some cases, you have the right to object to Academic Work's processing of your personal data, such as when it concerns direct marketing. In all cases where we process your

personal data based on our legitimate interest, you have the possibility to object to the processing. If you should object, we will stop processing your personal data.

Right to restriction – In some cases, you have the right to ask that Academic Work restrict the processing of your personal data, for example, in cases where you contest that the data we process about you is correct. You can in such cases ask us to restrict the processing of your personal data during the time it takes for us to verify the correctness of your data. In those cases, we are only allowed to process your data with your approval, with the exception of Academic Work determining, claiming or defending legal claims in order to protect someone else's right or to protect an important public interest.

Right to erasure – In some cases, you have the right to ask Academic Work to delete your personal data. This right is applicable in the following cases:

- If the data is no longer necessary for the purposes it was collected for.
- If you withdraw your consent and we do not need to keep your data for other purposes, such as due to legal obligations.
- If you object to processing based on legitimate interest and your reason for objection weighs heavier than our interest.
- If you object to our processing of your data for direct marketing purposes and we do not need to process your data for other purposes.
- If your personal data is processed in an illegal manner.
- If your personal data must be deleted due to legal obligations.

Please note that there might be an obligation for us to save your personal data anyway, for example due to an agreement with you or due to legal obligations. In those cases, we will only process your personal data for this purpose.

Right to data portability – In cases where we process your personal data with your consent, or to fulfil an agreement with you, you have the right to receive your personal data that you have provided us with in a structured format. On My Pages at our website, you will find an automatic function to create a data portability extract.

If you would like to exercise your rights, you are always welcome to contact us via the contact information found below. If you are not pleased with how Academic Work processes your personal data, you always have the right to file a complaint with the supervisory authority, in Sweden it is the Swedish Data Protection Authority (*Datainspektionen*).

Changes in our privacy information

From time to time, we might make changes to this privacy information text. The latest version will always be available on our website. When more extensive updates are made (such as changes in the purposes for which we process your information or changes regarding what personal data we process about you) we will send out a new version of the information text to the email address you have provided us with.

How can you get in touch with us?

Academic Work Sweden AB (corporate ID 556559-5450) or Academic Work Solutions AB (org. nr. 556686-5472) is the data controller for the processing of your personal data. We follow

applicable European and Swedish data protections legislations and have a committed privacy team that actively works with data protection issues to ensure that we process your data in a responsible and secure manner. Our national Data Protection Specialists are happy to answer any questions you may have, and you are always able to contact us at privacy@academicwork.se.

Academic Work Sweden AB
Drottninggatan 23
582 25 Linköping

Telephone: 020-373840

For direct contact with our data protection officer: DPO@academicwork.se