



## **Applicant and Candidate Privacy Notice**

### **Our Approach**

We collect and process your personal data to manage the recruitment, selection and onboarding process and we are committed to being transparent about how we collect and use your personal data and in meeting our data protection obligations. This notice applies for job applicants and candidates of Experian AS. For the purposes of data protection laws, Experian AS is the data controller of your personal data.

### **Processing Your Data**

We need to process your data to manage a fair and effective recruitment and selection process, and to assess your suitability for a role, carry out background and reference checks, communicate with you about the recruitment process and to comply with legal or regulatory requirements. We process this data based on your request prior to entering a contract, and consent is our legal basis for candidate selection.

We only retain your personal data for our own internal record keeping and administrative purposes and to manage any query or complaint you may have. If not hired, this record keeping is in accordance with your own registration in Taleo. The legal processing ground we rely on is our legitimate interest. It is in our legitimate interests to keep accurate records of our recruitment process and to manage our relationship with the applicants and candidates.

If you have notified us about any special needs, which falls under special categories of personal data (for example such as information about health) we may need to process your information to make reasonable adjustments. These processing activities on special categories of data are done for the purposes of carrying out the obligations and exercising specific rights of the company or of the employee in the field of employment and social security and social protection laws, always authorised by law or a collective agreement pursuant to law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

If you are successful, we will process your data to enter an employment contract with you and collect personal data about you from third parties based on your consent. Such third parties include former employers or educational establishments. Credit reference check is only made when entering in a trusted position and when it is necessary with such check due to the position in accordance with local law. Only Criminal records, if obtained, will not be archived and, we will process this data only when it is allowed by local laws.



We will also process your data to comply with our legal obligations to check your eligibility to work in the applicable country before employment starts. We will not use your data for any purpose other than in relation to the vacancy which you have applied, unless we specifically ask your consent to keep your personal data on file in case there are future employment opportunities for which you may be suited. In these circumstances, we will tell you how long we will retain your data and you are free to withdraw your consent at any time.

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application or include you in our selection processes.

### **Collection, Storage and Retention**

We collect and process a range of information about you such as your name and address, your skills and experience and your career history. This information is collected in a variety of ways, for example, it might be collected through your application forms or your CV, or work permit.

- If your application for employment is unsuccessful, we will hold your data in our HR systems Taleo for 12 months after the end of the relevant recruitment process, with your consent or based on legitimate interest. And only process this data when it is allowed by local laws.
- Disclosure and Barring Services in respect of criminal convictions. We will process this data only when it is allowed by local laws.

Your named referees, from whom we collect the following categories of data: previous position, potential development areas professionally and personality at workplace.

### **Automated Decision Making**

Our recruitment processes are not based on automated decision-making.

### **Sharing Your Data**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and Talent Acquisition Team, interviewers involved in the recruitment and selection process, managers in the business area with the vacancy and anyone else if access to the data is necessary for the performance of their roles.

If you are successful, we will also obtain pre-employment references from former employers and educational establishments, and obtain necessary criminal records checks with your consent. Above only when required under our vetting process and we will process this data only when it is allowed by local laws. We will transfer your details outside of the European Economic Area (EEA) as some of our systems such as



Taleo are held outside of the EEA. Where this is the case, we take appropriate steps to ensure that your data is managed in line with our Global Information Security Policy requirements and with the appropriate safeguards set in the applicable privacy laws/regulation (GDPR).

## **Your Rights**

As a data subject, you have a number of rights. You may have the right to:

- Access and obtain a copy of your data on request by submitting a data subject access request (DSAR);
- Require that we change incorrect or incomplete data so that it becomes correct, complete and up-to-date;
- Request that we transfer any personal data you have provided to us to a third party;
- Require that we delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask that we stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.
- If we are processing your personal data based on consent, you can withdraw consent at any time.

If you would like to exercise any of these rights, such as submitting a DSAR please send an email to: [dkhr@experian.com](mailto:dkhr@experian.com)

If you believe we have not complied with your data protection rights or you have identified any privacy issue, you may raise your concern in the first instance by contacting the DPO appointed to your country. If no DPO is appointed for your country, please contact the HR through the same email indicated above.



#### Data Protection Officers (DPO) contacts

Country	Email
Austria	<a href="mailto:dpo.cee@experian.com">dpo.cee@experian.com</a>
Bulgaria	
Czech Republic	
Germany	
Greece	
Poland	
Romania	
France	<a href="mailto:dpo.fr@experian.com">dpo.fr@experian.com</a>
Monaco	<a href="mailto:dpo.fr@experian.com">dpo.fr@experian.com</a>
Denmark	<a href="mailto:dpodenmark@experian.dk">dpodenmark@experian.dk</a>
Italy	<a href="mailto:dpoitaly@experian.com">dpoitaly@experian.com</a>
Norway	<a href="mailto:dponorway@experian.no">dponorway@experian.no</a>
Spain	<a href="mailto:dpospain@experian.com">dpospain@experian.com</a>
The Netherlands	<a href="mailto:DPONetherlands@experian.com">DPONetherlands@experian.com</a>

If you wish to make a complaint to the Supervisory Authority about how we process your personal data you can contact them here: [Click on this [link](#) to find your Data Protection Authority details].