



Volvo Group

## Recruitment Privacy Notice

### ***Personal Data notice***

This notice provides information about the processing of your personal data by the Volvo Group, where the company to which you apply for a job and/or the Volvo Group recruitment department ("VOLVO") is/are the personal data controller(s).

VOLVO needs to process personal data about you to administrate your user profile account and/or to administrate your application for a position at the Volvo Group.

VOLVO may also process personal data about you if you are currently or have been employed by a Volvo Group company, or have been engaged as a consultant. In such case, please read our Employee or Consultant Privacy Notice.

### ***Identity and contact details of the controller and data protection officer***

This notice provides information on VOLVO's processing of your personal data. VOLVO is responsible for the processing of your personal data under applicable data protection laws and regulations.

If you have questions regarding the processing of your personal data, please contact VOLVO's data protection officer at [DPO\\_Office@volvo.com](mailto:DPO_Office@volvo.com) or by post or telephone at: AB Volvo, Att: Data Protection Office, Dept AA14100, VLH, SE-405 08 Göteborg, Sweden or +46 (0)31 66 00 00

### ***What categories of personal data will VOLVO process?***

VOLVO will process all or part of the following categories of personal data.

- Individual data, such as name, date of birth, gender, nationality, preferred language, photo
- Contact data, such as home address, email, telephone number
- Health data, such as results from health examinations, drug test results (if applicable)
- Competence data, such as CV, learning records and training activities

It is specifically noted that health data, if applicable, is regarded as a special category data under the applicable data protection laws and shall be handled with extra care.

### ***Legal basis and purposes of the processing***

VOLVO will process personal data concerning you for 1) administrative purposes, such as enabling administration and assessment of your application and enabling setting-up and administration of your user account; and 2) for recruitment purposes, where the purpose is to find the right candidate for the vacant position at hand. The legal basis for the processing of personal data for purposes 1 and 2 above is that it is a legitimate interest of VOLVO to have an organized system for administrating candidates for a position and to carry out recruitment operations that ensures and maintains a skilled workforce within the Volvo Group.

In the balancing of interests between VOLVO's legitimate interests above and your interests and fundamental rights and freedoms, it has been taken into consideration that a recruitment process necessarily includes processing of personal data, and that candidates understands and accepts this



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when submitting a job application to VOLVO. VOLVO would not be able to achieve its legitimate interests outlined above without processing personal data regarding the applicant. VOLVO treats the personal data obtained with respect and in compliance with VOLVO's retention and access rights principles. No other information than what is necessary for the recruitment is processed by VOLVO, and the personal data will not be used for any new purposes in the future unless you consent to it. Therefore, VOLVO finds its processing of personal data relating to you compatible with the interest you have shown to become an employee of VOLVO, and that VOLVO's processing of personal data relating to you does not constitute an infringement of your rights and freedoms.

In exceptional cases and only when no other legal ground can be applied, VOLVO may ask for your consent to process your personal data. If consent is used, you may withdraw your consent at any time, which will however not affect the lawfulness of the processing based on consent before its withdrawal. To withdraw your consent, please contact VOLVO's data protection officer at the contact details provided above.

### ***From where will VOLVO obtain your personal data?***

VOLVO will primarily obtain personal data concerning you from yourself, or from other third parties to whom you have directed us to obtain the personal data. Some personal data might also be automatically generated from VOLVO's IT-system, such as internal reference IDs.

### ***What happens if you do not provide VOLVO with any personal data?***

Personal data is a requirement and necessity for processing your application, which cannot be considered by VOLVO unless you provide the required personal data.

### ***How will VOLVO share your personal data? Will it be transferred outside the EU/EEA?***

VOLVO will not share your personal data with anyone outside of the Volvo Group, unless required by law or regulations. However, VOLVO may, if necessary to fulfill the purpose for processing the personal data, share your personal data with other Volvo Group companies, including companies outside of the European Union or the European Economic Area (EU/EEA). Volvo may also, if necessary to fulfill the purpose for processing the personal data, share your personal data with third party suppliers, including suppliers outside of EU/EEA.

VOLVO will secure that there are appropriate safeguards in place which provide adequate levels of protection of your personal data as required by applicable data protection laws. For example, this may include the use of intercompany or external data processing agreements based on EU approved Standard Contractual Clauses or EU-US Privacy Shield or such other mechanisms as have been recognized or approved by the relevant authorities from time to time. If you have questions about the transfer, please contact VOLVO's data protection officer.

### ***For how long will VOLVO keep your personal data?***

Until the recruitment process has been concluded, and two (2) years thereafter (or longer depending on applicable employment legislation) in case of a possible dispute (e.g. on grounds for discrimination). If consent has been given to store personal data for future recruitment needs, it will be stored until a future recruitment of the applicant is no longer relevant and/or until such consent has been withdrawn.



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### ***Your data protection rights***

You have the right to request information from VOLVO about the personal data processed about you, and access to such personal data. You also have a right to request rectification of your personal data if this is incorrect and request erasure of your personal data. Further, you have a right to request restriction of the processing of your personal data meaning that you request VOLVO to limit its processing of your personal data under certain circumstances. There is also a right for you to object to the processing based on legitimate interest or processing for direct marketing. You have as well the right to data portability (transfer of your personal data to another controller) if VOLVO's processing of your personal data is based on consent or contractual obligation and is automated.

You also have the right to lodge any complaints you may have regarding VOLVO's processing of your personal data to a supervisory authority. For more information about these rights and how to exercise them, please contact the VOLVO data protection officer.