

YOUR PRIVACY IS IMPORTANT TO US!

Ted Bernhardtz' Privacy Policy

This privacy policy explains how Ted Bernhardtz At Work AB's ("Ted Bernhardtz") processes information that can be used to directly or indirectly identify you as an individual ("**personal data**").

All processing of personal data is performed in accordance with applicable legislation. This means that Ted Bernhardtz implements and maintains appropriate technical, security and organisational measures to protect your personal data against unauthorized or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure. Further information about your rights can be found in this policy. You can also visit www.datainspektionen.se to read more about your rights concerning our processing of your personal data.

You are always welcome to contact us if you have any questions regarding Ted Bernhardtz process of your data.

Who is responsible for your personal data?

Ted Bernhardtz Sweden AB, corporate identity no. 556619–0194, process your data as a controller and is thus responsible that all processing is performed in accordance with applicable legislation.

How does Ted Bernhardtz obtain your personal data?

Ted Bernhardtz collects personal data that you provide when you visit or make contact via our website, social media, through e-mail, mail or otherwise. Such as by applying for a job at Ted Bernhardtz or as you use or requests our services.

Ted Bernhardtz may obtain your personal data from other sources than yourself. Such as public authorities or your employer who uses our services.

Which data is processed?

Ted Bernhardtz processes personal data that is provided to us or obtained by us. Such personal data may comprise your first and last name, postal and email address, telephone number, date of birth, personal or customer identification number, employee number, bank information, CV, clothing size and/or other information that you have provided to Ted Bernhardtz or that is otherwise necessary for the performance of Ted Bernhardtz' obligations towards you.

Why does Ted Bernhardtz process information about you?

Your personal data may be processed by Ted Bernhardtz for the purpose of:

- communicating with you,
- performing our obligations and providing services to you,
- being able to provide a high level of service towards you by, for example, answering any questions you may have and being efficient in our delivery of our services,
- sending relevant information and offers about Ted Bernhardtz' services,
- managing and administrating your job application,
- using as basis for invoicing and accounting,
- complying with applicable legislation, such as the Swedish Accounting Act.

When does Ted Bernhardtz have the right to process your personal data?

Ted Bernhardtz has the right to process your personal data when it is necessary for the performance of an obligation towards you, if you have given your consent to the processing or if the processing is necessary for the purposes of the legitimate interests pursued by Ted Bernhardtz or by a third party. Ted Bernhardtz may also need to process your personal data if processing is necessary for compliance with a legal obligation to which Ted Bernhardtz is subject.

Who has access to your personal data?

Your personal data is processed by Ted Bernhardtz and Ted Bernhardtz' processors. Ted Bernhardtz does not transfer your personal data to other corporations, authorities, universities or learning centres unless such transfer is necessary for compliance with a legal obligation to which Ted Bernhardtz is

subject, in order to protect Ted Bernhardtz' or a third party's rights or for the performance of an obligation towards you

Ted Bernhardtz will not transfer your personal data to a third party for marketing purposes.

Transfers to third countries

Ted Bernhardtz will not transfer your personal data to countries outside EU/EES unless this is particularly stated at the time you provide Ted Bernhardtz with your personal data.

How long does Ted Bernhardtz retain your personal data?

Ted Bernhardtz will not retain data longer than is necessary to fulfil the purposes for which it was collected or as required by applicable laws or regulations.

What are your rights?

The personal data you have provided us with may be portable. This means it can be moved, copied or transmitted electronically under certain circumstances which then would be your right.

You have the right to, at any time, request a copy of the personal data undergoing processing by Ted Bernhardtz. Your request shall be in writing, signed in person, contain your first and last name and personal identification number. This is a reasonable measure to verify the identity of you as the correct person to gain access.

If your personal data is incorrect, incomplete or irrelevant, you can request a rectification. Under certain circumstances, you have the right to restrict or object to the processing of your personal data such as when your data is processed for direct marketing. You can also request to have your personal data erased if the personal data Ted Bernhardtz collected is no longer needed for any purposes and Ted Bernhardtz is not required by law to retain it.

You may, at any time, withdraw your consent to let Ted Bernhardtz process your personal data. However, your withdrawal of your consent does not affect the legitimacy of the processing of your personal data before your withdrawal was made.

Requests for a copy of the personal data undergoing processing, any further information and rectification or erasure of personal data can be sent to:

Ted Bernhardtz At Work AB
Järntorgsgatan 8
413 01 Göteborg

Furthermore, you have the right to lodge a complaint with the supervisory authority (in Sweden, the Swedish Data Protection Authority or its future equivalent).

How is your personal data being protected?

Ted Bernhardtz implements and maintains appropriate technical, security and organisational measures to protect your personal data against unauthorized or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure in compliance with applicable law.

Cookies

Cookies are small pieces of information sent by our website to your hard drive. Ted Bernhardtz uses cookies for statistical purposes to benefit your and others future use of our website. For further information, see our policies on our website www.tedbernhardtzgroup.com.

Updates of this privacy policy

Ted Bernhardtz reserves the right to change this privacy policy as necessity dictates. A new version becomes valid as soon as it is made available on our website www.tedbernhardtzgroup.com.

Contact information

If you have any questions regarding our processing of your personal data then please feel free to contact us in writing at:

**Ted Bernhardtz At Work AB
Järntorgsgatan 8
413 01 Göteborg**

This privacy policy is valid as of the May 15th, 2018.