

Privacy Notice - Recruitment

Data privacy is of high importance for H&M and we want to be open and transparent with our processing of your personal data. We therefore have a policy setting out how your personal data will be processed and protected.

Who is the controller of your personal data?

The company, Puls Trading Far East Limited Bangladesh, Liaison Office (“H&M” or the “company”), that you apply for a job at will be the controller of your data under applicable data protection law.

Where do we store your data?

The data that we collect from you is stored within the European Economic Area (“EEA”) and/or Bangladesh, but may also be transferred to and processed in a country outside of the EEA and/or Bangladesh. Any such transfer of your personal data will be carried out in compliance with applicable laws.

For transfers outside the EEA, H&M will use Standard Contractual Clauses and Privacy Shield as safeguards for countries without adequacy decision from the European Commission.

Who has access to your personal data?

Your data may be shared within the H&M group (for details on the companies within the H&M group, please refer to our annual report which may be found at about.hm.com).

We never pass on, sell or swap your data for marketing purposes to third parties outside the H&M group. Data that is forwarded to third parties is only used to provide you with our services. You will find what categories of third parties we provide your personal information to in the information provided below.

Updates to our Privacy Notice:

We may need to update our Privacy Notice from time to time. We will communicate any material changes to the Privacy Notice, for example the purpose of why we use your personal data, the identity of the controller or your rights, when such changes are made.

Why do we process your personal data?

We will process your personal data when we manage internal and external recruitments in order to communicate with you and to evaluate your profile to current and/or future recruitment needs within the H&M group. This process can include screening, interviews, tests, reference checks and informing you of new positions based on your profile.

If you are offered a position, we will also use your personal data for the purpose of signing employment documents.

We might also process your personal data in order to keep you updated on job openings and upcoming events and for surveys.

What type of data do we process?

We will process the personal data being submitted to us either by yourself or by a third party.

We will process the following categories of personal data when you submit your application, such as CV and personal letter, to us:

- contact information such as name, e-mail address, postal address and telephone number;
- date of birth;
- former employers and references; and
- recruitment documentation, such as interview notes and test results.

H&M does not request sensitive personal data, for example racial or ethnic origin, political views, religious or philosophical conviction, union membership, health or sexual orientation. You are therefore requested not to submit such information in your application. If you do so, it shall be retained in our system in the same manner as other personal information relating to you.

Who has access to your personal data?

Data that is forwarded to third parties is only used for the purposes mentioned above. Third parties include recruitment agencies, and test and/or survey providers.

What is the legal ground for process of your personal data?

The legal ground for processing your personal data is based on your consent when you submit your application and personal data into our recruitment system.

If you have applied outside our recruitment system the processing of your personal data is based on H&M's legitimate interest.

Further, we will store personal data in order to handle discrimination claims, based on H&M's legitimate interest.

How long do we save your data?

We will keep your data for 03 (three) years from when the data was last handled within our recruitment process or until you withdraw your consent.

Your right to withdraw your consent:

You have the right to withdraw your consent for the processing of your personal data in this regard at any time.

When you do so, H&M will not be able to go further in the recruitment process which is based on your consent.

You can withdraw your consent by the following means:

- Email your request todayaprivacy.bdpo@hm.com
- If you are already employed at H&M and have access to ServiceNow - place your request through SelfService.

Please note that H&M may have to store your personal data for 02 (two) years in order to respond to discrimination claims.

We will retain any other personal data for such duration and in such manner as is required under the applicable laws and share the same with the relevant authorities, including the law enforcement agencies, if the company is required to do so under the applicable laws.

Cookies

A cookie is a small piece of data (text file) that a website – when visited by a user – asks your browser to store on your device in order to remember information about you, such as your language preference or login information. Those cookies are set by us and called first-party cookies. We also use third-party cookies – which are cookies from a domain different than the domain of the website you are visiting – for our advertising and marketing efforts. More specifically, we use cookies and other tracking technologies for the following purposes:

Strictly Necessary Cookies

These cookies are necessary to maintain our services and cannot be switched off. They are usually only set in response to actions made by you, such as creating an account or saving a wish-list for later. You can set your browser to block or alert you about these cookies, but that can make some parts of the site not work. These cookies do not store any personally identifiable information.

Strictly Necessary Cookies		
Cookie Subgroup	Cookies	Cookies used
hm.com	<u>_ga, _gid, _gat</u>	First Party
career.hm.com	<u>OptanonAlertBoxClosed, JSESSIONID, NSC_XXXXXXXXXXXX, OptanonConsent, NSC_WTFSW-MC-DBSFFS-IUUQ</u>	First Party
<u>youtube.com</u>	YSC	Third Party

Functional Cookies

These cookies enable the website to provide enhanced functionality and personalisation. They may be set by us or by third party providers whose services we have added to our pages. If you do not allow these cookies, then some or all of these services may not function properly.

Functional Cookies		
Cookie Subgroup	Cookies	Cookies used
career.hm.com	<u>__atuvc</u> , <u>__atuvs</u>	First Party
addthis.com	xtc, uvc	Third Party
s7.addthis.com	<u>__atuvs</u> , <u>__atrfs</u> , <u>__atuvc</u>	Third Party

Marketing cookies

When you accept marketing cookies, you give us your consent to place cookies on your device to provide you with relevant content that fits your interests. These cookies may be set through our site by our advertising partners or us, to build a profile of your interests and show you relevant content on our and third-party sites. To be able to deliver content that fits your interests, we will use your interactions together with personal information you have provided to us on our site. To present you with relevant content on third-party sites, we will share this information and a customer identifier such as an encrypted email-address or device id with third parties, such as advertising platforms and social networks. To make the content as interesting as possible for you, we may link this data across the different devices you use. If you choose not to accept marketing cookies, we will not place such cookies on your device, and you may experience less relevant content from us.

Marketing cookies		
Cookie Subgroup	Cookies	Cookies used
linkedin.com	li_gc, lang, AnalyticsSyncHistory, bcookie, lidc, UserMatchHistory	Third Party
doubleclick.net	IDE, test_cookie	Third Party
ads.linkedin.com	lang	Third Party
www.linkedin.com	bcookie	Third Party