

Privacy Notice Recruitment

General

Data privacy is of high importance for H&M group, 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 local company you apply for a job at will be the controller for your personal data you submit in your application.

H & M Hennes & Mauritz IS 912618900 with its registered address at Karl Johan's gate 14, 0154, Oslo ('H&M group'), are thus the controller of the personal data you submit in the recruitment tool 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") but may also be transferred to and processed in a country outside of the EEA. Any such transfer of your personal data will be carried out in compliance with applicable laws.

For transfers outside the EEA, the H&M group will use Standard Contractual Clauses 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.

What are your rights?

Right to access:

You have the right to request information about the personal data we hold on you at any time. You can contact the H&M group that will provide you with your personal data via e-mail.

Right to portability:

Whenever the H&M group process your personal data by automated means based on your consent or based on an agreement you have the right to get a copy of your data in a structured, commonly used and machine-readable format transferred to you or to another party. This only includes the personal data you have submitted to us.

Right to rectification:

You have the right to request rectification of your personal data if they are incorrect, including the right to have incomplete personal data completed.

Right to erasure:

You have the right to erase any personal data processed by the H&M group at any time except for the following situations

- For exercising the right of freedom of expression and information
- To comply with a legal obligation
- For the establishment, exercise or defense of legal claims

Your right to object to processing based on legitimate interest:

You have the right to object to processing of your personal data that is based on the H&M group's legitimate interest. The H&M group will not continue to process the personal data unless we can demonstrate a legitimate ground for the process which overrides your interest and rights or due to legal claims.

Right to restriction:

You have the right to request that the H&M group restricts the process of your personal data under the following circumstances:

- if you object to a processing based on the H&M group's legitimate interest, the H&M group shall restrict all processing of such data pending the verification of the legitimate interest.
- if you have claim that your personal data is incorrect, the H&M group must restrict all processing of such data pending the verification of the accuracy of the personal data.
- if the processing is unlawful, you can oppose the erasure of personal data and instead request the restriction of the use of your personal data instead
- if the H&M group no longer needs the personal data but it is required for you to make of defending legal claims.

How can you exercise your rights?

We take data protection very seriously and therefore we have you make requests in relation to your rights stated above. You can send in your request in the following ways:

- Current employees – email request to: GDPRemployeeIS@hm.com
- Former employees and candidates/applicants – email request to: jobs.no@hm.com & norwayhr@hm.com

Right to complain with a supervisory Authority:

If you consider the H&M group to process your personal data in an incorrect way you can contact us. You also have the right to turn in a complaint to a supervisory authority by contacting personuvernd at: www.personuvernd.is.

Updates to our Privacy Notice:

We may need to update our Privacy Notice. 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.

Recruitment

- Why do we process your personal data?
- Your personal data will be used for the below purposes:
- To identify, evaluate and communicate with presumptive and prospective candidates
- To screen, select and assess candidates for a vacancy, including taking references for former employers
- We might process your personal data to keep you updated on job openings and upcoming events and for surveys
- To document the recruitment process
- To establish and maintain talent acquisition where job alerts may be pushed out
- If you are offered a position, we will use your personal data for the purpose of contract preparation, negotiation and contract signing

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 when you submit your application to us:

- Contact information such as name, e-mail address, postal address, and telephone number
- Date of birth
- Employment and education, your CV and personal letter
- Former employers and reference
- Recruitment documentation, such as interview notes and tests results

H & M group does not request sensitive personal data, for example racial or ethnical origin, political views, religious or philosophical conviction, union membership, health or sexual orientation so please do not submit that information in your application.

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, test and/or survey providers.

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

We process your personal data based on our and your legitimate interests in communicating with you; to evaluate your profile to current and/or future recruitment needs within the H&M group; and to document the recruitment process.

We process your personal data for the purpose of contract preparation, negotiation and signing of employment contract based on fulfilment of contract.

Sending job alerts (via H&M Career site) is based on your consent.

How long do we save your data?

We will keep your data for 3 months from when the data was last handled within our recruitment process or until you withdraw your consent if the processing is based on your consent.

Your right to withdraw your consent:

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

When you do so the H&M group won't be able to go further in the recruitment process which is based on your consent.

You can withdraw your consent by the following ways:

- Current Employees – email request to: GDPEmployeesIS@hm.com
- Former employees and candidates/applicants – email request to: norwayhr@hm.com