

Privacy Notice Careers

OUR COMMITMENT

Protecting privacy is a significant interest of the H&M Group. The H&M Group manifests its commitment to privacy and data protection by embracing the following principles.

- H&M only uses personal data lawfully, fairly (ethically) and in a transparent manner;
- H&M collects no more personal data than necessary, only for a legitimate purpose;
- H&M retains no more data than necessary or for a longer period than needed;
- H&M protects personal data with appropriate security measures, and only use adequate safeguard measures for cross-border transfer, when necessary.

GENERAL

This Privacy Notice is applicable to all applicants and presumptive candidates. Where appropriate based on the context of this Privacy Notice, the term “recruitment” shall equally apply to “individual applications”, “referrals” and “recruitment via agencies.

This Privacy Notice may also be applicable to applicants’ referees and/or next of kin. If you provide H&M with information regarding your referees and/or next of kin, you are responsible to forward this information to the relevant persons.

Who is responsible for processing your personal data?

Your employer, H & M Hennes & Mauritz GBC AB (referred to as “we” “us” or “H & M Company”), and/or the H&M Group Company, is the controller(s) of the personal data under applicable data protection law, unless otherwise explicitly stated in each chapter below.

Where do we store your data?

The data that H&M Company collects from you is stored either in the country where H&M Company is established, in a country within the European Economic Area (“EEA”) and/or transferred to and processed in a country outside of the EEA if this is necessary for carrying out certain tasks, achieve certain goals etc. Any cross-border transfer of your personal data will be carried out in compliance with applicable laws.

Whenever applicable, for transfers of personal data from a country within the EEA to a country outside of the EEA which has not been qualified for an adequacy decision by the European commission, H&M Company use Standard Contractual Clauses as well as other permitted safeguard measures to protect your privacy and other rights during and after the cross-border transfer.

Who has access to your personal data?

Only H&M Company has access to your personal data, including its contracted suppliers and trusted partners carrying out certain tasks on our behalf. H&M Company may also share personal data with other legal entities within the H&M Group to the extent necessary to accomplish the intended purpose of processing, however, without compromising any of your rights.

H&M Company, legal entities of the H&M Group and contracted suppliers and trusted partners may however be compelled by law to make personal data available to public authorities in the country of jurisdiction.

What is the legal ground for processing?

H&M is not allowed to collect, process, use, store etc. personal data without a valid legal ground. Lawfulness of processing personal data may be derived from your pre-employment contract, statutory obligations, or from our legitimate interest as an employer. For each specific processing purpose, we will inform you about which legal ground that will apply, and what rights you are entitled to exercise.

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. We will provide you with your requested information via appropriate means of communication.

Right to portability:

Whenever H&M Company process your personal data by automated means based on your consent or based on an agreement, you are entitled to obtain 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 request erasure of your personal data processed by H&M at any time.

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 H&M Company's legitimate interest. H&M Company will stop processing your personal data and immediately erase it, unless we can demonstrate a legitimate reason for the processing which overrides your interest and rights or due to legal claims.

Right to restriction:

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

- if you object to a processing operation based H&M’s legitimate interest, H&M shall restrict all processing of such data pending the verification of the legitimate interest;
- if you have claim that your personal data is incorrect, H&M 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 H&M 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 a dedicated process to handle your requests in relation to your rights stated above. You can send in your request in the following ways:

- Employees with access to ServiceNow – use SelfService to place a request.
- Employees and employees on leave of absence without access to Service Now – email request to: GDPRemployHO@hm.com

Data Protection Officer:

We have appointed a Data Protection Officer (DPO) to ensure that we continuously process your personal data in an open, accurate and legal manner. You reach our Data Protection Officer at:

dataprivacy@hm.com

Right to complain:

If you consider H&M to process your personal data in an incorrect way, we expect you to contact us immediately. You also have the right to turn in a complaint to the competent supervisory authority.

“Integritetsskyddsmyndigheten/Swedish Authority for Privacy Protection”

e-mail: imy@imy.se”

Updates to our Privacy Notice:

We may need to update our Privacy Notice. We will communicate any material changes to the Privacy Notice on <https://career.hm.com>.

RECRUITMENT

Why do we process your personal data?

The main reasons for using your personal details are to recruit, both internally and externally, suitable candidates and to manage candidate pipeline. 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;
- To establish and maintain talent acquisition where job alerts may be pushed out;

What types 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 history
- skills, certificates and all other information included in your CV
- references
- recruitment documentation, such as interview notes and test results

H&M Company 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, unless H&M Company or you are compelled to do so by law.

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 processing your personal data?

Candidate selection process along with contract negotiation is based on fulfilment of contract legal ground. Candidate screening, Administration of talent pools, referral programs, processing of referee data, and job fairs and surveys which are based on our legitimate interest. Sending job alerts (via H&M Career site) is based on your consent.

How long do we keep your data?

We will keep your data for a maximum period of two years from when your application is concluded.

SECURITY

Why do we use your personal data?

Security measures, including physical and information security, are vital to protect our employees, customers, and our business. Therefore, your personal data may be used for the below purposes:

- To protect workplaces, facilities and equipment, and all information contained therein from incidents, accidents and malicious/criminal attacks;
- To conduct and document security audits;

- To investigate a crime or act of disloyal behavior based on a serious suspicion, such as breach of law, company policies fraudulent activities etc., for example through a digital forensic investigation
- To ensure H&M's legal compliance and protect our position in the events of potential crime reporting & investigations;
- To establish, exercise and/or defend, current and/or future, legal claims.

What type of data do we process?

Where applicable, we may process the following categories:

- contact information such as name, home address, e-mail address and telephone number
- logs such as for key cards and e-mails
- employment information such as H&M user ID number
- IP address and device id
- data stored in/on company owned devices/(cloud) servers, including e-mails or other messages sent or received through your work email account and all digital collaboration linked to it.
- video footage captured by security cameras

Who has access to your personal data?

Data that is forwarded to third parties is only used to perform the services mentioned above. We will share your personal data with security companies, forensic firms and other similar companies, to administrate IT-security issues or investigate issues in case of a serious suspicion of crime or disloyal behavior, with e-mail companies for logs of e-mails, with companies for key cards and administration. We will also share your personal data with video surveillance companies for video footage and collecting firms to restore payment of lost goods. We will also forward data to authorities when obliged to do so by law.

What is the legal ground for processing your personal data?

The processing of your personal data is based on our legitimate interest in order for us to ensure an appropriate level of physical, personal, and information security.

How long do we keep your data?

We will keep your personal data for IT and security reasons for the following time periods.

Your personal data for access control will be saved for 12 months and documentation for access control will be deleted once the employment is terminated. For Payment Card Industry Standard (PCI) compliance reasons we will save your data for up to 15 months.

Personal data regarding legal disputes, the establishment, exercise, or defense of legal claims (including "litigation hold") will be saved for as long as needed for exercising respective potential legal claim

Video footage will be saved in compliance with local legislation but maximum for 30 days.

OPERATIONAL & ORGANISATIONAL DEVELOPMENT

Why do we process your personal data?

H&M runs various programs and initiatives for different purposes, aiming at developing our internal operational and organisational capabilities. In this context operational and organisational capability development mean the development, improvement and enhancement of our company brands, employer branding, company values and culture, health and safety at work and general well-being. Being a high performing organization and an employer of choice is a paramount objective for H&M as a business, securing long term growth in a competitive industry.

On a regular basis or occasionally you may be asked and encouraged to contribute to these objectives, either by participation in surveys or polls or through performance at certain events, campaigns, conferences, or workshops. Your engagement may sometimes require the collection and use of your personal data, which may vary from time to time and situation:

- To improve candidate relations by conducting activities such as surveys, ratings, etc.;
- To remain a competitive employer through initiatives such as employer branding, Inclusiveness & Diversity, etc.

What type of data do we process?

What type of data we need to collect from you and to process may vary due to the scope, context objective, venue or occasion etc. However, we will only ask you to provide your personal data that are necessary for the particular purpose. In no event we will ask for sensitive personal data that relate to your ethnical origin, political opinions, religious or philosophical belief, sexual orientation, trade union membership or health data.

Examples of personal data we may obtain from you are:

- Contact information i.e. name and e-mail address, e.g. when you are participating in surveys and polls;
- Photo, video and audio recordings, e.g. when you act as an ambassador for your function/role;
- Work related information such as role/function, department, geographical location, compensation package;
- Quotes and statements made by you;

Who has access to your personal data?

Your personal data will be accessible only by those who strictly require the data for accomplishing the tasks.

In addition, H&M Company may from time to time use external partners and subcontractors that will carry out certain tasks for us. In order to perform these tasks, access to personal data might be necessary. We will use social media service platforms for communication whenever we find it appropriate and is in line with good labour practice.

What is the legal ground for processing your personal data?

Any collection and processing of employee personal data, fitting with the objectives of developing our operational and organization capabilities, is justified on our legitimate interest as a company, business and employer.

How long do we keep your data?

We will keep your personal data no more than necessary for the purposes the personal data was collected.