

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 UK Limited or H & M Hennes & Mauritz (Ireland) Limited ('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 International Data Transfer Agreements and/or Standard Contractual Clauses (as applicable) 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](https://www.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 defence 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 and consultants in UK and Ireland – email request to: EmployeeDataReqUK@hm.com or EmployeeDataReqIE@hm.com
- Former employees and consultants, candidates/applicants, employees on leave of absence – email request to: EmployeeDataReqUK@hm.com or EmployeeDataReqIE@hm.com

Data Protection Officer:

We have appointed a Data Protection Officer to ensure that we continuously process your personal data in an open, accurate and legal manner. You can contact our Data Protection Officer at: dataprivacy@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 Information Commissioners Office (ICO) website <https://ico.org.uk/> or Data Protection Commission website <https://www.dataprotection.ie/>. 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:

- Identify, evaluate, and communicate with presumptive and prospective candidates
- Screen, select and assess candidates for a vacancy, including taking references from former employers
- Document the recruitment process
- Establish and maintain talent acquisition where job alerts may be pushed out

- Keep you updated on job openings, upcoming events and surveys
- Contract preparation, negotiation and contract signing, if you are offered a position

Where appropriate and in accordance with laws and requirements, we might also seek your consent to undertake some activities such as equal opportunity monitoring in order to safeguard and monitor equal opportunity. 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 educational history
- Skills, certificates, your CV and personal letter
- Former employers and references
- Recruitment documentation, such as interview notes and test results
- Where applicable, video recording

H & M group does not request sensitive personal data, for example racial or ethnic origin, political views, religious (except for Northern Ireland) 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, and providers of talent acquisition software.

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 might process your personal data for the purpose of contract preparation, negotiation and signing of employment contract based on performance of employment contract/in order to take steps prior to entering into employment contract.

Sending job alerts (via H&M Career site) is based on your consent. We might also seek your consent to undertake some activities such as equal opportunity monitoring in order to safeguard and monitor equal opportunity.

For employments in Northern Ireland, the processing of religious conviction is necessary for the purpose of carrying out our legal obligation in the field of employment.

How long do we save your data?

We will keep your data as it relates to your application for 6 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 means:

- Current Employees and consultants in UK and Ireland – email request to: EmployeeDataReqUK@hm.com or EmployeeDataReqIE@hm.com

- Former employees and consultants, candidates/applicants, employees on leave of absence – email request to: EmployeeDataReqUK@hm.com or EmployeeDataReqLE@hm.com

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

General Information

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</u> , <u>_gid</u> , <u>_gat</u>	First Party
career.hm.com	<u>OptanonAlertBoxClosed</u> , <u>JSESSIONID</u> , <u>NSC_XXXXXXXXXXXXXX</u> , <u>OptanonConsent</u> , <u>NSC_WTFSW-MC-DBSEFS-IUIUQ</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, _atuv</u> s	First Party
addthis.com	xtc, uvc	Third Party
s7.addthis.com	<u>_atuv</u> s, <u>_atrf</u> s, <u>_atuv</u> c	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 General Information

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