

## PRIVACY NOTICE FOR CANDIDATES PURSUANT TO ART. 13, EU REGULATION 2016/679 ("GDPR")

Pursuant to Article 13 of the EU Regulation 2016/679 (hereinafter "Regulation" or "GDPR"), **Hitachi Rail STS Sweden AB** (also the "**Company**" or the "**Data Controller**"), as Data Controller processes personal data from data subjects during the recruitment process. The privacy notice indicates the type of personal data that the Company collects, the purposes of their processing and how any subject can exercise the rights provided for in the GDPR.

For any questions or concerns related to this document, the Company can be contacted at the following email address: [dataprotection.sweden@hitachirail.com](mailto:dataprotection.sweden@hitachirail.com)

### 1. Data Controller details

The Data Controller is **Hitachi Rail STS Sweden AB**, with registered office in Solna Strandväg 96, 17154 Solna.

### 2. Means of the processing

The personal data will be processed by the Company in compliance with current European legislation and Swedish supplementary regulation, with suitable tools to guarantee security and confidentiality.

In particular, the operations will be performed:

- ✓ on paper and/or on computer support;
- ✓ by persons authorized to perform these tasks, appropriately trained and fully informed about the constraints imposed by the legislation on the protection of personal data;
- ✓ in such a way as to prevent or minimize the risks of destruction or even accidental loss of the data, of unauthorized access or processing that is not allowed or does not comply with the purposes of the collection;
- ✓ in compliance with the limits set by the Swedish Supervisory Authority.

Your personal data may be used by Company's staff who has been assigned a specific data protection role and who has been entrusted with specific data processing tasks to protect the confidentiality of your data.

### 3. Purposes and legal basis

Your personal data will be processed for the following purposes related to the correct management of our recruitment and hiring-related activities:

- a) undertake recruitment activities, such as assess your skills and determining the suitability of your qualifications;
- b) planning and management of recruitment, selection and evaluation process, such as scheduling and conducting job interviews;
- c) engage and communicate with you about the outcome of your application and the recruitment process' status, as well as any actual or potential job opportunity;
- d) perform background checks as part of the employee hiring process, including checking for references and any restrictions which may prevent a candidate's employment (e.g., existing or potential conflicts of interest);
- e) perform necessary and appropriate administrative internal functions, such as records maintenance related to the hiring process;
- f) fulfillment of specific obligations related to recruitment process arising from laws, regulations or collective agreements, including company agreements;
- g) for the defense in court, also in administrative proceedings or in arbitration and conciliation procedures in the cases provided for by laws, EU and Swedish legislation, regulations or collective agreements;
- h) perform all the instrumental and accessory activities necessary for the pursuit of the aforementioned purposes.

The legal basis for the processing of personal data for the abovementioned purposes is the execution of precontractual measures and compliance with a legal obligation to which the Data Controller is subject, including the field of Swedish labour law (art. 6 par. 1, let. b, GDPR and art. 6 par. 1, let. c, GDPR).

The legal basis for the processing of special categories of personal data is the necessity of fulfill the obligations and exercising specific rights of the Data Controller or of the data subject in the field of employment and social security and social protection law (art. 9 par. 2, let. b, GDPR).

The Company reserves the right to remove the received data from its archives, in case it results inaccurate, incomplete or no longer up to date. In addition, the Company may process your personal data, after anonymization, for statistical purpose.

Your refusal to provide the personal data requested, therefore, would make it objectively impossible for the Data Controller to perform the necessary research and selection process and/or may result in it being unable to proceed with the evaluation of your job application.

#### **4. Type of personal data**

The personal data being processed are:

##### **A. Common personal data:**

- i. identification information (name, surname, date and place of birth, picture, gender, residence, telephone, tax code, civil status);
- ii. contact data (telephone number, address, e-mail address);
- iii. education information, such as academic degrees and professional qualifications;
- iv. data related to your past employment history, such as previous employers, job titles or positions; social security data, CV of studies and work, annual salary received;
- v. information submitted as part of your application (e.g., recording of video interview or other forms of assessment);
- vi. any other information you voluntarily provide throughout the recruitment process (e.g., any information contained in a cover letter).

##### **B. Special categories of personal data:**

Other personal data pertaining to special category of data (art. 9 GDPR), i.e., those capable of revealing state of health, membership in a trade union, membership in a political party, racial and ethnic origin or religious beliefs will be processed exclusively by personnel due to their professional tasks who will act taking appropriate security measures. In particular, the processed special category of personal data are:

- i. the state of health (documentation relating to a situation of disability, medical reports, data relating to unsuitability for work for assignment to specific tasks).

#### **5. Data retention**

The personal data you have provided to us will be processed and stored for the duration of the recruitment process, for the fulfillment of the related obligations and for granting the applicant the opportunity to appeal the decision of non-employment, according to the terms applicable by law in labor law, social security, and to the Anti-Discrimination Act, in any case the personal data will be kept for no more than 24 months from the date of dismissal of your application, period within which we reserve the right to contact you for your insertion into the Company, without prejudice to the provisions of your right to erasure.

#### **6. Transfer of data outside the EU**

In order to facilitate the selection of personnel to be included in the staff, the Company may transfer your personal data to group companies located in countries outside the European Union or the European Economic Area. In these circumstances, the transfer of your personal data will take place exclusively on the basis of adequate safeguards

pursuant to Articles 44-49 of the GDPR, adopting all necessary precautions to ensure the protection of your personal data, particularly in the presence of an adequacy decision by the European Commission or other appropriate instruments provided for by the Regulation.

## 7. Recipients of personal data

For the pursuit of the purposes described in paragraph 2, the personal data provided may be communicate to the following categories of third parties that realize activities on behalf of the Company, such as:

- A. Third Parties** - Your data may be communicated with other third parties entrusted to perform activities on behalf of the Data Controller, such as:
- **External consultants and law firms** for managing the personnel recruitment and the evaluation; for delivering legal assistance and advisory services and for handling any legal disputes;
  - **Service companies** (including computer services) responsible for managing specific activities (e.g. data entry) which involve the processing of your personal data.

These entities will act, as a rule, as Data Processors acting on behalf of the Data Controller and have therefore signed a specific contract that punctually regulates the processing activities entrusted to them, pursuant to art. 28 of the GDPR, unless they act as independent Data Controllers of their respective processing operations.

- B. Companies of the Group** to which the Data Controller belongs for the aforementioned purposes (paragraph 2).

## 8. Rights of the data subjects

In relation to the processing of your personal data, you may exercise the following rights:

- ✓ **Right of access, article 15:** you can ask for confirmation as to whether or not personal data concerning you are being processed, as well as further clarifications about the information referred to in this privacy notice. You also have the right to receive a copy of your personal data.
- ✓ **Right to rectification, article 16:** you can ask to rectify or supplement the data you have provided to us, if inaccurate or incomplete.
- ✓ **Right to erasure, article 17:** you can request the erasure of your personal data, if they are no longer necessary for our purposes, in case of withdrawal of consent or your opposition to the processing, in case of unlawful processing, or in case of legal obligation to cancel.
- ✓ **Right to restriction, article 18:** you can request a restriction of processing your personal data in accordance with the conditions outlined by art. 18 of the GDPR.
- ✓ **Right to portability, article 20:** you can ask to receive your data, or to have them transmitted to another data controller indicated by you, in a structured format, commonly used and readable by automatic device.
- ✓ **Right to object, article 21:** you can object at any time to the processing of your data, unless there are legitimate reasons to proceed with the processing that prevail over yours, for example for the exercise or our defense in court.

In addition, we inform you that you have the right to lodge a complaint against the Supervisory Authority, which in Sweden is the [Integritetsskyddsmyndigheten | IMY](https://www.integritetsskyddsmyndigheten.se/).

## 9. Points of contact for data subjects

Any employee, as data subject, for matters concerning the processing of personal data, can contact the Company at the following email address: [dataprotection.sweden@hitachirail.com](mailto:dataprotection.sweden@hitachirail.com)