



This Privacy Policy is for all persons who are applying for a position in HIRE, persons that earlier have been an employee in HIRE, and current employees in HIRE.

HIRE's Privacy Policy is consistent with the Norwegian Personal Data Act and EU's General Data Protection Regulation (GDPR)

When I accept the listed terms below, I give my consent that HIRE Norway AS can manage personal information about me according to purposes stated below.

HIRE has upgraded its systems and terms in accordance to both the Norwegian **Personal Data Act** and EU's **General Data Protection regulation (GDPR)**, and the following terms must be accepted to still be a part of HIRE's job-database.

These terms are regulated for persons who are applying for a new job, former employees and current employees.

When I accept the listed terms below, I give my consent that HIRE Norway AS can manage personal information about me according to purposes stated below.

1. Terms that regulate administration and processing of personal information.

The Personal Data Act with regulations and licensing terms given from the legislator regulate HIRE's access to administrate and process personal information. HIRE have developed routines and internal regulations and terms to handle privacy according to given regulations. Given terms and regulations are also included in current and future agreements between HIRE and its customers.

Personal information means information and assessments that can be associated with you as a person. If no other legal basis exists, HIRE's treatment will be based on voluntary, explicit and informed consent from the applicant, former employees and current employees. For example, consent is not necessary for personal information that is registered and used to conduct an agreement or performing a client assignment.

2. Purpose of processing personal data.

The purpose of processing personal data is related to fulfil obligations that is given to persons who are applying for new job, former employees, current employees, public authorities and closest relatives, cf, Personal Information's law §8 a.

3. Information about processing and right of access to stored information.

Information that is registered in HIRE's servers is available on request. Persons who are applying for a new job, former employees, and current employees can by making a written request get access to personal information that is stored about them, and information about HIRE's processing of personal data.

4. Personal information that is collected.

Personal information that is collected is given directly from the applicant, former employee and employee. When HIRE needs information from a third party, HIRE always inform the person in question.

5. Personal information that is stored in HIRE.

- Applicant and former employee.

When a person is applying for a job in HIRE, HIRE will need to store some information for securing quality in processing and for securing to treat personal information according to the applicant's best interest. All information that is collected is given on free basis, and this is also further described in the job-portal. HIRE will register information about new applicant and store the data for 24 months to increase the opportunities to find matching projects in the future if HIRE doesn't have a relevant job at that moment. If your portal is inactive for more than 24 months, you will get a message from HIRE with a question asking if you wish to continue to stay in the database or if you want HIRE to delete your user and all the personal information about you stored in its systems.

- Employee.

HIRE stores information for securing the employee's best interest, and the information is always given by the employee or approved to be collect by the employee. The employee will give information that HIRE needs to secure their relation as an employee and an employer, and the new employee will also get information about what data HIRE needs to store if the employees would like to end their employment in HIRE.

HIRE needs to secure the relations and efficacy with employees, the public authorities, the employee's closest relatives and the staff working in HIRE's administration departments.

HIRE only store the type of information about former employees to secure documentation according to statutory legislation.

6. Sharing of information

Stored information will be given to public authorities when this is according to statutory regulations. Personal information that flow between HIRE's different departments and HIRE's suppliers that handle personal data in different IT-systems are not considered as sharing of information. When participating in projects abroad, the local regulations for that specific country must be followed. Limited information between HIRE and their customer will be shared before and under execution of projects.

7. Discovering of criminal offenses.

HIRE will share information with the police and other departments from the public authorities if there is suspicion of economic crime or other criminal offenses. Storage time will in such situation be 10 years.

8. Upgrading and deleting of information

HIRE has extended routines for securing and anonymizing information. As applicant or former employee, you can change, remove or demand deletion of the information stored on your user profile.

By November 2018 HIRE's Data Protection Officer is Geir Opdahl (geir@hire.no)

- If your portal in HIRE is inactive for more than 24 months you will get a message from HIRE with a question if you want to stay in the database. If you would like your file to stay stored in HIRE's systems, you must approve the terms for keeping your user.
- If you are an applicant, you can send an email to the Data Protection Officer in HIRE if you want HIRE to delete your user profile. Only statistical data will be stored, as long as you have not been presented to a customer or specific position.
- If you are former employee, you can send an email to the Data Protection Officer in HIRE if you want HIRE to delete personal information that HIRE doesn't need to secure documentation according to statutory legislation.
- If you want to change and upgrade information that is stored in your portal, send an email to the Data Protection Officer in HIRE.

The general rule is that HIRE deletes or anonymize all information that they do not need to comply with statutory requirements.

9. Confirmation from Customers.

Limited information between HIRE and its customer will be shared before and under execution of work assignments. HIRE's customer must confirm that all personal information that the customer doesn't need for securing documentation according to statutory legislation will be deleted when the work assignment is finished.

10. Data Protection Officer.

HIRE has appointed a Data Protection Officer whom will secure processes in relations to personal information.

If you have any questions or comments regarding this Privacy Policy (Personvernerklæring) please contact HIRE's Data Protection Officer (Personvernombud): Geir Opdahl (geir@hire.no).

