

# Privacy Policy, recruitment

## Scope

This policy describes how we, ICOS ERIC, use your personal data in our recruitment process.

## Who is responsible for my data?

ICOS ERIC is the data controller. That means we are responsible for collecting your data and looking after it.

## What data is used?

The data you provide in your application. Typically included are **your contact details, date of birth, nationality, employment history, references, qualifications, and salary requirement**. We will also handle other data you might provide, such as a **photograph** or your **LinkedIn** profile.

Processing is based on our legitimate interest in recruiting capable personnel. Your data is stored for two years post-campaign, which is the time limit for bringing work discrimination charges.

## Who gets my data?

Personal data can only be used for the purpose it was first collected for. Unless otherwise mentioned, we don't transfer your personal information outside of ICOS ERIC.

Your data can be transferred to **human resources consulting service providers** and **computing service providers**. We will use contractual clauses ensuring that your data is handled lawfully and according to our instructions.

## Data security

Our websites and services use SSL encryption. All services run through a reverse proxy, which only allows the programmatic access built into the application programming interface of the services. The servers are only accessible for admins from a select number of machines with fixed IP addresses from Lund University, Sweden. ICOS ERIC runs its own dedicated two servers through Carbon Portal, which are physically located at LUNARC computing center at Lund University. The university doesn't have access to the servers.

## What rights do I have?

Unconditional rights

You have these rights by law.

**Access to the personal data.** You have the right to a copy of your processed data, so you can check the data itself.

**Rectification.** You have the right to have incorrect data corrected.

**Complaint.** You have the right to lodge a complaint with a supervisory authority. Contact Finnish Data Protection Ombudsman here <https://tietosuoja.fi/en/contact-information>.

**Object to processing.** Where processing data is based on our legitimate interests, you have the right to object to the processing. The processing stops until we demonstrate compelling legitimate grounds for the processing. A document assessing our legitimate interests and their relationship with you will be provided to you.

## Conditional rights

These rights apply if certain conditions are met.

**Erasure.** You might have the right to have your data removed from our storage, for example when you withdraw consent for processing. If there are grounds for erasure, we will take reasonable steps to have it erased from third party databases as well.

**Restriction of processing.** You might have the right to have us restrict the processing of your data, for example when we don't need the data anymore, but you require it for a legal claim.

**Portability.** You have the right to have your data transmitted to another controller without hindrance from ICOS ERIC when the processing is based on your consent or a contract between you and us.

## Exercising your rights

If you have a question regarding our privacy policy, wish to exercise any of your rights, or feel dissatisfaction with our use of your data, please contact [dpo@icos-ri.eu](mailto:dpo@icos-ri.eu). We will perform our duties without undue delay within one month of your request. That period may be extended by two further months where necessary, considering the complexity and number of the requests.

For further information about your rights and exercising them, please see here <https://tietosuoja.fi/en/know-your-rights>.

## Changes to this policy

We will inform you of any material changes to this policy with a notice on our website.