



## **INFORMATION REGARDING PROCESSING OF PERSONAL DATA WHEN YOU APPLY FOR A POSITION AT THE SWEDISH SCHOOL OF SPORT AND HEALTH SCIENCES (GIH)**

When you apply for a job with us, you consent to your personal data being registered and processed by GIH for recruitment purposes. The information provided will be processed in accordance with the EU General Data Protection Regulation (2016/679, GDPR) and related national legislation.

### **Processing of personal data**

The information you submit in your application is registered on behalf of GIH in our recruitment system. We process the following personal data: name, date of birth, sex, contact details (e-mail address, telephone number, address), answers to questions in the application form, CV, personal letter and other attached files.

### **What will the data be used for?**

GIH uses the data to process your application. Your application will be managed via a candidate profile that gathers the information you provided in conjunction with your application.

### **Who can access the data?**

The data provided will be available to recruitment staff for the current recruitment assignment. GIH is a government agency, and your application documents therefore constitute a public document according to the principle of public access to official documents. Anyone who requests this document can thus access your personal data, unless confidentiality according to the Public Access to Information and Secrecy Act (2009:400) prevents this. If you have a protected identity, contact the contact person listed in the advertisement.

### **How long is the personal data stored?**

All personal data will be deleted from GIH's database in the recruitment system two years after the recruitment process has been completed for the position you last applied for. As GIH is a government agency, the names of all applicants to each position are then saved in the agency's archives, along with the complete application, including attached documents, for the person hired to the position.

### **Legal basis**

The legal basis for processing your personal data is that you have voluntarily submitted the information to us with the intention of entering into an employment contract. From the time we receive the application, we process your personal data in accordance with the



obligations pursuant to the Public Employment Act (1994:260), the Public Access to Information and Secrecy Act (2009:400), the Archives Act (1990:782) and other laws.

## **Your rights**

GIH is the controller for the processing of your personal data. You have the right to contact us if you want information on the data we have concerning you, or if you otherwise wish to exercise your rights under the General Data Protection Regulation. The easiest way to do this is by contacting us via: [gdpr@gih.se](mailto:gdpr@gih.se)

For more information on how GIH processes personal data, as well as other contact information for personal data-related issues, see our website:

<http://www.gih.se/System/Om-webbplatsen/Behandling-av-personuppgifter/>