

Privacy Statement – Processing of Personal Data

This privacy statement applies to the information you provide on Tech4hire's website and the subsequent registration of your personal data in our databases in connection with applications for advertised positions or direct applications or general enquiries. The privacy statement also covers personal data registered about employees or independent consultants. Documentation requirements for the different classes of personnel (applicants, employees, independent consultants) may vary. Tech4hire AS (Org. No. 881 882 302) is the data controller for all collected data. Please contact your contact person at Tech4hire for further information.

What personal data do we process?

When you submit an application, we only collect personal data that is required for making an overall assessment of your application. If you submit your application through our search pages, we also gather some statistical information about how you use our website.

Examples of the personal data we collect:

When applying for advertised positions or making general inquiries

- Name
- Address
- E-mail and telephone/mobile
- Date of birth
- CV and other information related to your candidature
- Diplomas, certificates and letters of recommendation
- Reference persons and references from previous employment
- Other information
- Information about how you use our website, such as which pages you visit, your browser settings and IP address. We collect this information so that we can analyse the data to provide you with a better user experience

If you submit a direct application to Tech4hire outside of our registered network portals (not recommended), our administrative staff will collect a corresponding set of information. This information is subject to the same strict data processing regulations for as online registration. In order to process your application, we will use the information you provided to produce a CV, collect references from your previous employers and conduct an interview, which will be documented.

When you register your information in Tech4hire's systems, you grant permission for Tech4hire to register and generate the above-mentioned personal data and for Tech4hire to store this information our database, to which our administrative staff will have access as long as your application or candidature for work through Tech4hire is active.

When you are hired for an assignment

When you are hired for an assignment, we will collect following additional information:

- Your Norwegian personal identification number (5 last digits)
- Information about your next of kin
- Your bank account information

- Your employment contract with all appendices
- Salary and billing information

Your personal identification number (5 last digits) and your bank account number are considered to be personally sensitive data and will not be stored in our databases for all employment starting after 1 January 2018. This also applies to historical data registered before this date. This data will be stored in our payroll and billing systems as long as the information is relevant to your employment or as stipulated by legal requirements for record-keeping.

How do we collect personal data?

Tech4hire collects your information through forms on our website, through direct registration and through personal conversations with our advisers. Providing this information is optional. If you choose not to provide your personal information, we may not be able to process your application in a professional and quality-assured manner and your candidature may be rejected.

Examples of methods we use to collect personal data:

- Search pages on our website
- E-mails sent directly to one of our administrative staff
- Direct conversations with one of our advisers
- When you submit a request for information

Why do we collect personal data?

- To process your application
- To quality assure submitted information
- To administer your employment

We use the data we collect to create a profile that will enable us to offer you the most relevant jobs.

How do we store personal data?

Tech4hire stores all data collected as described above in our databases and payroll and billing systems. We work to ensure that we only store relevant information. We do not store information about sexual orientation, alcohol and drug use or personal finances as text information in our databases.

How long do we store personal data?

We do not store any information classified as confidential in our databases. Your personal data and additional information as described above will be available in our databases as long

as you (the data subject) have the status of potential candidate for positions offered by Tech4hire.

Consultants registered as no longer employed by Tech4hire will remain registered in our databases for documentation purposes.

Registered consultants, except for those who have or have had a registered employee status, may at any time request to have all their personal data completely deleted from our databases. You can request to have your personal data deleted through our Intranet or by contacting Tech4hire directly.

How do we delete personal data?

We delete personal data on request. You can request to have your personal data deleted through our Intranet or by contacting Tech4hire directly. You can find your basic registration information on our Intranet.

Disclosure of personal data to third parties

We share relevant personal data (CV, basic personal data) with our clients in connection with special assignments where you are a relevant candidate. However, we will only share your personal data as agreed with you on a case by case basis.

Data security and discrepancy processing

All our computer systems are subject to strict security measures. Our systems are secured by a third-party supplier. Implemented security systems are documented and approved by Tech4hire AS. These security systems apply to all data stored on Tech4hire's servers.

Tech4hire conducts annual reviews of all routines relating to the processing of personnel data. If any changes are made to our systems, Tech4hire will perform risk assessments and impact assessments to ensure that data is processed in accordance with applicable laws and regulations.

Any discrepancies that may arise or are discovered when we process personal documentation will be subject to our standard rules for discrepancy processing and notification procedures. Our standard quality management routines contain routines for the processing of personal data, which are also included in Tech4hire's annual quality reviews and evaluations.

Your rights

As a user of our website, you have the right to request access to the personal data that we process about you and how your personal data is processed. You may also request corrections, deletions and limitations in the processing of your personal data in accordance with the Norwegian Personal Data Act. Where the processing of your personal data is based on consent, you may withdraw your consent at any time.

If you believe that Tech4hire AS has not respected your rights under the Norwegian Personal Data Act, you have the right to submit a complaint to the appropriate supervisory authority. Complaints should be submitted to the Norwegian Data Protection Authority. You can find their contact information at www.datatilsynet.no.

Contact information

Tech4hire AS
Dicks vei 12
NO-1366 Lysaker
Norway

Phone: +47 99 44 70 00

E-mail: post@tech4hire.no

You can also directly contact your personal contact person at Tech4hire.