

## Privacy Policy

Horton International Sweden AB follows the following principles in order to protect your privacy:

- we do not collect more information than is necessary;
- we do not use your data for purposes other than those specified;
- we do not keep your data if it is no longer needed;
- we only provide your data to select third party clients for the specific purposes listed below.

You do not give out personal information by visiting our website. We only keep track of anonymous traffic data.

### 1. INFORMATION COLLECTION & USE

#### 1.1 When you visit our website

You can visit our website without giving away your personal information. Horton International Sweden AB uses Google Analytics and Cookies in order to improve our service, user experience and analyse how the website is used. Aside from the approximate location (IP address), the information collected by Google Analytics is mostly anonymous traffic data including browser information, device information and language.

The collected information is used to provide an overview of how people are accessing and using the Horton International Sweden AB website. It is not used for any additional purpose, such as to profile those who access our website.

#### 1.2 When you submit a CV to us

When you submit a CV or a one-way video interview to us we collect the personal data you give us. The data is to be used for the purposes specified in this policy and collated with additional data obtained from publicly available data, data from interactions with you and with related third parties.

#### 1.3. When you contact us

While you can use our website without giving out your personal information, once you contact us via the Horton International website, Horton International Sweden AB collects information about you. The information you fill in (personal information such as your name, email address, organisation) will be processed and stored so that it is possible for us to contact and respond to your request, and/or allow you access to our services.

## 1.4 Executive Search / Recruitment / Assessment

If you apply for an open job position with Horton International Sweden AB, or if we contact you about an open job position, we will collect, process and store personal information about you.

**Executive Search / Recruitment** – Personal data is collected, processed and distributed with the intent of assessing a potential candidate's or employee's suitability, strengths and weaknesses for roles and fit within a company culture and environment.

**Assessment with Special Categories of data** – Personal Data is collected, processed and distributed with the intent of assessing a potential candidate's or employee's suitability, strengths and weaknesses for roles and fit within a company culture and environment. Due to the inclusion of special categories of data this would require explicit consent from the Candidate.

Additionally, Horton International Sweden AB may keep your data for a period of time for the purpose of keeping you in consideration as a future potential candidate.

Horton International Sweden AB may also collect publicly available information and data about you through the Executive Search / Recruitment process if Horton International Sweden AB identifies you as a suitable potential candidate for an open job position. The gathering of information will be handled with the same privacy security as stated above, and the Candidate will be informed of the collection within one month.

## 3. Information Security

Horton International Sweden AB seeks to ensure the security of personal data. When Horton International Sweden AB collects information about you, we also make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This is done through appropriate technical and organisational measures.

## 4. Access to information

You have the right to request access to the information we have on you. You can do this by contacting us at [gdpr@horton.se](mailto:gdpr@horton.se)

We will make sure to provide you with a copy of the data we process about you. In order to comply with your request, we may ask you to verify your identity.

We will fulfil your request by free of charge sending your copy electronically, unless the request expressly specifies a different method. For any subsequent access request, we may charge you with an administrative fee.

## 5. Information Correction & Deletion

If you believe that the information we have about you is incorrect, you are welcome to contact us to make sure your data is up to date and accurate. Any data that is no longer needed for the purposes specified in section 1. INFORMATION COLLECTION & USE will be deleted.

If at any point you wish for Horton International Sweden AB to delete information about you, you can simply contact us.

## 6. When this Privacy Policy applies

This Privacy Policy is applicable to the services offered by Horton International Sweden AB. This Policy is also applicable to the services offered by Horton International Sweden AB directly via our website. Our website contains links to other websites. Once redirected to another website, this Policy is no longer applicable.

The purposes for which we hold, and process data include:

- Executive Search / Recruitment
- Interim Search / Appointments
- Assessment
- Assessment with special categories of data
- Coaching
- Consulting
- Industry Mapping

This version of the Privacy Policy is effective from May 2018.

## 7. Changes

We reserve the right to change this Privacy Policy. We constantly review our Privacy Policy and strive towards making it better.

Horton International Sweden AB will not reduce your rights stated in this Policy without asking for explicit prior consent to the changes.

All changes to our Privacy Policy will be available on this website.

## 8. Summary

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our service.

We do not use profiling, we do not sell or in any other way spread your data to third parties, we do not use your data for purposes other than what we have specified.

We also make sure that your data is stored securely and that your data will be reviewed on regular basis to determine its ongoing necessity and to ensure that it is still sufficiently accurate and up to date - either through direct confirmation with the data subject or through non-intrusive third-party verification. We delete all information deemed no longer necessary.

## 9. You can contact us at any time to:

- Request access to information that Horton International Sweden AB has about you
- Correct any information that Horton International Sweden AB has about you
- Delete information that Horton International Sweden AB has about you

If you have any additional questions about Horton International's collection and storage of data, please contact us at:

Web address: <https://www.hortoninternational.com/global-offices/sweden/se>

Phone: +46 8 587 604 00

Email: [gdpr@horton.se](mailto:gdpr@horton.se)