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Saab’s processing of personal data for job applicants

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1 Purpose and content

Saab AB and its Swedish subsidiaries (“we” or “Saab”) collects and processes personal data about persons applying for jobs at Saab (“**Job Applicants**”). Saab protects the integrity of the Job Applicants and takes care to protect the personal data being processed. Saab’s processing of personal data is in accordance with the EU General Data Protection Regulation, (the “**GDPR**”), as well as any national adaptations thereto.

This notice explains how we collect, use, disclose and store any personal data relating to you (“**personal data**”) when you apply for a job in Sweden.

This document and the information contained herein is the property of Saab AB and must not be used, disclosed or altered without Saab AB prior written consent.



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2 What personal data will be processed

Saab processes the following personal data in connection with the recruitment process:

- Name
- Address
- E-mail address
- Telephone number
- Position applied for
- Current employment
- Education
- Job experience
- Qualifications (such as language skills, computer knowledge and special skills)
- References
- Other information provided by you in your CV and/or Cover letter
- Photographs as may be included in your CV or personal letter
- Correspondence with Saab during the recruitment process
- Results from knowledge tests or personality tests

Saab may ask you to provide additional information in order to perform a security assessment. In any such case, you will receive further information in relation to the processing of your personal data.

3 For what purposes are personal data processed

Saab processes your personal data to administer your job application and assess your skills and suitability for the position and to communicate with you during the recruitment process.

4 What is the legal basis for processing personal data

It is in our legitimate interests to process your personal data to manage and conclude the recruitment process. It is also in the Job Applicants interest to be able to apply for jobs at Saab and to participate in the recruitment process.

5 How are personal data protected and who has access to them

Saab has taken appropriate technical and organizational security measures to protect personal data against, among other cases loss, abuse and unauthorized access. Access to your personal data is given only to those persons within Saab who need to process personal data in accordance with the purposes stated above, this typically includes the following:



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- Human resources
- Recruiting managers
- Security

To the extent necessary for the purpose, Saab may also come to transfer your personal data to other companies within the Saab Group. Saab may come to transfer your personal data to third party providers that provide services to Saab (e.g. partners that perform knowledge tests or personality tests).

Your Personal Data may be transferred to a third country (outside EU/EEA), in order to conclude the recruitment process. In any such case the transfer will be made pursuant to an EU Model Clause Agreement which you can find at the European Commission's website¹.

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6 How long are personal data stored

Personal data which you provide as part of your application will be kept by Saab during a period of three (3) years.

7 Your rights

Right to access the data

You are entitled to request more detailed information about how Saab processes your personal data and what personal data is processed concerning you. You are also entitled to receive a copy of the personal data being processed.

¹ https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en



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Right to rectification, objection, erasure and restriction

If your personal data is incorrect, incomplete or irrelevant, you may want to have them corrected or deleted. If you do not agree with the balance of interests that Saab has done, you may also object to the processing, or request it to be restricted. You may also on other legal grounds request a restriction of the processing performed. For example, you may request a restriction of processing if you consider the personal data to be incorrect or if you consider that your personal data is no longer required for the purpose of the processing. Please note that restriction or erasure of your personal data may mean that we will not be able to fulfil our commitments to you.

Right to withdraw consent

If you have specifically provided your consent for a particular personal data processing, you are always entitled to withdraw the consent. You can do this by contacting Saab via the contact details listed below.

Right to data portability

To the extent that Saab processes your personal data based on your consent or because it is necessary to fulfil an agreement with you, you may, upon request, obtain the personal data you have provided Saab in a structured, widely used and machine-readable manner format and are entitled to transfer these to another controller.

Right to complain

It is important for Saab to make sure that you are confident in personal data processing. Saab protects the personal integrity of all employees and assignees and strives to treat all personal data with maximum respect. If you still consider your personal data being processed incorrectly, please feel free to contact us. You also have the opportunity to file complaints about personal data processing to the relevant data protection authority (the Swedish Data Protection Authority).



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8 Contact details to the controller

The controller for any personal data collected is the Saab Group legal entity that you have submitted your application to (the "Recruiting Company"). You can find contact information about the controller on Saab's external web or by contacting your main point of contact for the recruitment process. This will usually be the HR Business Partner at the recruiting department or the recruiting manager.

The parent company in the Saab Group (Saab AB) may also be the controller of your personal data. This means that Saab AB and the Recruiting Company is responsible for processing your personal data correctly and in accordance with applicable privacy laws.

The Saab Group's Data Protection Officer can be contacted at dpo@saabgroup.com.

9 Change History

Issue	Date	Change
1	2020-04-29	First issue.