

If HR's principles for handling personal data during recruitment

If you have applied for a position at If, or have been recommended by a recruiter, or if we have reached out to you as a possible candidate, your personal data is registered and processed by If in accordance with the law and the principles described below.

What kind of data do we process?

- Your name, surname and contact information.
- Your history of employment and education, information on your certifications, skills, and qualifications.
- Information that you have voluntarily shared with If or external recruiters, for example, by including it in your CV or application forms (e.g. photos, personal identification number etc.).
- Information obtained from reference persons in connection with recruitment if you have indicated such.
- Information made publicly available by you on LinkedIn.
- Memoranda and assessments performed either by If HR or external recruiters.
- Information obtained during personality tests or other tests if such tests are conducted.

Where do we get your data from?

Your personal data are obtained from a variety of sources, including:

- your communication with If or a recruiter, including forms you complete as part of the recruitment process and any materials related to your previous experience, such as your portfolio or software developed by you;
- reference persons in connection with recruitment if you have indicated such;
- any websites or applications made available by If for your use in the course of the recruitment process;
- your LinkedIn profile.

For what purpose and on what legal basis do we process your data?

If processes your data on the following legal basis:

- your consent – e.g. when you apply for a position at If or consent that a recruiter shares your data with If;
- If's legitimate interest – e.g. when If, during its own recruitment process, searches the publicly available databases (e.g. LinkedIn) and reaches out to you.

If processes your data only to the extent that is necessary to assess your suitability for a particular position within If and stores your data only for as long as necessary to ensure evidence of the transparency of the recruitment process. If you have agreed, in accordance with section *How long do we process your data?*, If may process your data for the purposes of possible future recruitment.

How do we process your data?

All processing of your personal data is conducted only in systems verified and approved by If. Access to the data is limited only to those persons within If who need to access the data (e.g. HR Partners and hiring managers) and they have been instructed on how candidates' personal data should be handled.

During the recruitment process, hiring managers and HR Partners can make memoranda, for example in the form of assessments of candidates, as well as collect information from reference persons.

We may hold a video interview with you, using Microsoft Teams or a similar tool, however, we do not record such interviews.

We keep your information strictly confidential. We do not sell, rent, distribute, or otherwise make your personal data available to any third party for purposes unrelated to recruitment. However, we may need to share your personal information with third parties, for example, recruiters (only in cases when we have received your information from them), or IT service providers providing services that allow us to administer your job application.

We always take appropriate technical, physical, legal, and organisational measures to protect your personal data.

How long do we process your data?

We process your data to achieve the purposes mentioned above, e.g.:

- If the recruitment process has resulted in your employment, your personal data will be stored for the whole employment period and as long as required by the applicable law.
- If the recruitment process has not resulted in your employment:
 - a) the information collected during a recruitment process shall be stored in If's recruitment system for as long as necessary to ensure evidence of the transparency of the recruitment process, but no longer than 6 months after the closure of the recruitment process.
 - b) upon your explicit consent, which you may retract at any time, and only for purposes of possible future recruitment, we may store your data for 2 years after the closure of the recruitment process.
- If you have provided your data outside the recruitment process (e.g. when there is no open position) for purposes of possible future recruitment, we may store your data for 2 years after the receipt of such data.

What are your rights and how can you exercise them?

You have all the rights provided in the General Data Protection Regulation (GDPR), such as the right to know how and for what purposes your personal data are processed, how these data have been obtained etc. You can exercise these rights in accordance with [If's privacy notice](#).

You also have the right to withdraw your consent for data processing and request the deletion of your data at any time. In order to do so, please reach out to personals@if.lv.

General information on data processing by If is provided in [If's privacy notice](#).