

Ebba Carling trading as ECR Recruitment Solutions Privacy Policy (20/09/2023)

Our contact details:

Name: Ebba Carling

Phone Number: +46 (0) 105852220

E-mail: ebba@ecr-solutions.se

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name and contact details including phone number and email address)
- Information of your employment history, qualifications and skills
- Your preferences for future employment opportunities, such as preferred location, remuneration package and industry.

How we get the personal information and why we have it

The personal information we process is provided to us directly by you or found through internet searches, for example through LinkedIn. We use the information in order to:

- register and manage your interest in an employment opportunity that we are recruiting for.
- match your preferences against future employment opportunities that we are recruiting for.
- maintain records of recruitment processes arranged by us.
- introduce our services and establish a commercial relationship with a company which you are currently working for.
- enable communication between you and us as you are the hiring manager for an employment opportunity at a company where we are an active or a potential recruitment partner.

We will only share your information with a third party if we have your explicit consent, for example if you would like to apply for an employment opportunity with one of our clients.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting ebba@ecr-solutions.se

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep personal identifiers and other personal information for up to 2 years after there has been any meaningful contact between you and us, or if we are legally obliged to retain information for longer. We will then dispose your information by deleting your information from our CRM and our internal systems.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at ebba@ecr-solutions.se if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at ebba@ecr-solutions.se

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

or to the Swedish Integritetskyddsmyndigheten.

Integritetskyddsmyndighetens website: <https://www.imy.se/>