

## CONSULTANT DATABASE - PRIVACY POLICY

**SKL International AB** is committed to protecting the privacy of all candidates in our consultant database. Please read the following privacy policy to understand how we use and protect the information that you provide to us.

The information collected and stored on in our consultant database is for the primary purpose of assessing your suitability for consulting opportunities with and through SKL International.

**By registering or using SKL International's consultant database, you consent to the collection, use and transfer of your information under the terms of this policy for the purposes stated above.**

### Information that we collect from you

When you submit your details to our consultant database (whether by entering such details yourself, or consenting for another to enter such details on your behalf) you may be asked to provide certain information about yourself including your name, address, email address, telephone number, gender, work experience, education and availability. If you upload your resume to the consultant database, the information you provide will be stored indefinitely or until you request for it to be removed.

- We may also collect information about your usage of our consultant database, as well as information about you from our interactions with you (for example, conversations and meetings we have with you, e-mails and letters you send to us, or from e-mails you send in response to advertised positions). Any information supplied by you is held subject to the terms of the Policy.
- We will generally collect your personal information from you directly. However, sometimes we may collect it from other people with your consent. If you nominate a referee, for example, you are taken to have consented to us obtaining a reference from that referee. Or you may consent to one of our staff members entering your details on your behalf.
- Sensitive information such as health information and character checks will only be collected when it is necessary to determine whether you can perform a certain job.
- If you falsify information or fail to supply the information requested in the way we have requested it, we may reject your application in the database.
- We may occasionally need to clarify or re-classify information that you have provided so that it conforms with the general design of the database; for example, re-classifying your experience to better reflect the categories of work experience in the database. In such cases we will make our best endeavours to notify you of such changes.

### Use of your information

- The information collected as part of your registration in our database will be received by our staff who are directly concerned with the relevant hiring decisions. Where you are nominated for a consulting assignment it may also be used by related companies, clients, staff and consultants in bid and tender preparation and in subsequent contracting processes.
- We may also use your information to contact you for your views on our services, notify you occasionally about important changes or developments to the consultant database or our services,

send you information about upcoming consulting opportunities or general information about SKL International's business. We may contact you by email, post, telephone, text message or fax, as well as by e-mail.

- We retain all information and resumes indefinitely or until removal is requested by you. If you change your mind about being contacted in the future or if you would like us to delete your personal information please send an email to [info@sklinternational.se](mailto:info@sklinternational.se) and provide details of your request. SKL International reserves the right to retain information that you have requested be deleted where there is a legitimate legal reason why such information or resume should be retained by SKL International.

### **Disclosure of your information**

- The consultant database is global and as such, your information may be accessed internationally for consultancy related purposes. By giving us your personal information, you consent to such disclosures.
- We may also pass aggregate statistical information on the usage of our consultant database to third parties but this will not include information that can be used to identify you.
- Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.
- Finally, if our business enters into a joint venture with or is sold to transferred or merged with another business entity, your information may be disclosed to our new business partners or owners.

### **Security**

- We maintain appropriate measures to ensure that users' personal details are not misused, accidentally destroyed, lost or altered within the server. We maintain reasonable standards of security and confidentiality. However, it is possible that third parties may unlawfully intercept or access transmissions or private communications over an unsecured transmission.
- We limit access of the consultant database to our own employees who are authorised for the proper handling of such information and any employee found violating our standards of security and confidentiality will be subject to our disciplinary processes.

### **Accessing and updating**

We allow you to change or correct your personal information at any time. To do so, simply log into your account, go to your account profile, and select the options for editing the information you have submitted. Alternatively, you can contact us to update or correct any information at [info@sklinternational.se](mailto:info@sklinternational.se).

### **Changes to our Privacy Statement**

Any changes to our Privacy Policy in the future will be posted to the consultant database website and, where appropriate, through e-mail notification.

### **Contact**

All comments, queries and requests relating to our collection, storage and use of your information and general privacy matters are welcomed and should be emailed to [info@sklinternational.se](mailto:info@sklinternational.se).