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INGKA GROUP PRIVACY NOTICE FOR RECRUITMENT

The security of your personal data is very important to Ingka Group (i.e the companies owned by Ingka Holding B.V, hereinafter referred to as "we" or "us"). This Privacy notice tells you about how we collect, use and keep your personal information secure. We encourage you to read this Privacy notice carefully and if you have any questions or concerns about how Ingka Group uses your personal data, please contact us using the details below, and we will try to address your concerns. However, please keep in mind that contacts provided in this Privacy notice will not be able to answer any questions related to your job application.

For the purposes of applicable data protection legislation, the data controller of your application- and employment-related personal data will, unless otherwise advised, be the Ingka Group legal entity in Switzerland recruiting for the specific position for which you apply. When you apply for a job in Switzerland the recruiting legal entities are IKEA AG, Ingka Finance & Services AG, IKEA Lager + Service AG and Ingka Centres Switzerland SA.

Scope of this Privacy notice

This Privacy notice applies to all personal data provided by you in your candidate profile and job application(s) including personal data that you choose to import to your application from social media such as LinkedIn, Facebook, Google+, etc. The Privacy notice also applies to data you voluntarily submit through a candidate experience survey. It also applies to any subsequent information supplied by you in connection with your application and any information obtained from third parties such as prior employers, other references, credit agencies and other sources where we are entitled to collect that data. Any notes taken by us during the application process are also covered by this Privacy notice.

How will we use your data?

Your personal data will be used to assess your application, verify your information and, if required for a specific position, conduct background checks and collect feedback from references that you have provide us with. We will also use your information to handle the necessary contacts with you. If you apply for a job, we will also see any job alerts that you have created and may contact you about other positions that fit your interests. If you do not want to be contacted by Ingka Group recruiters, you will always have the option to delete the job alert. If you are offered a position, your information may be transferred to the HR system of that company for administrative purposes.

Even if you are not offered the position you applied for, you may still be an interesting candidate to Ingka Group. In such a case, we will ask you for your consent to keep your application in our talent data base for the purpose of evaluating you for other positions within Ingka Group. With your consent the application will be kept in the talent database for six months. Two weeks before the expiry of the six months period you will receive an email from us asking you to confirm that you want to remain in the talent database. If you do not confirm this within 2 weeks from receiving the email, your candidate profile and application will be removed. The talent database is administrated by IKEA Services AB, who is responsible for the processing of your personal data in that database.

Ingka Group collects information about all applicants' gender and age range, solely for statistical and/or legal reporting purposes. This data will never be used in the assessment of your application.

If you reach certain steps in the recruitment process, we may use your email address to send you an invitation to complete a candidate experience survey. The purpose of the survey is to get feedback about our recruitment process so that, whenever possible, we can improve the process. The survey is voluntary, and the information collected in the survey is treated confidentially and deleted along with your application data 12 months after the position you have applied for is filled.

Who has access to your data?

Only the Ingka Group centralised recruitment team in the country of your application will have access to your personal data. Your personal data will only be used for the purpose of assessing your application and your information will not be disclosed or sold to third parties for other unrelated purposes.

The Avature recruitment platform is operated by Avature and your personal data is stored in Germany or in the Netherlands unless you apply for a position with a Russian or Chinese Ingka Group entity in which case your personal data will be stored in Russia or China respectively.

Legal ground for processing

Since you have voluntarily sent your job application to us we have a legitimate interest to process your application for the purpose of assessing you for the specific position for which you have applied and to take the measures necessary to administrate the recruitment process. We will not assess you for any other position within Ingka Group unless you have explicitly given your consent for us to do so. If you choose to participate in our candidate experience survey, the legal ground for processing of that personal data is our legitimate interest to review the feedback you have provided.

Data access, correction or removal

After you have provided us with the personal data necessary to create your profile and/or complete your application, you will be able to change or delete this information at any time. It is important that you provide us with the most up to date personal information in order for us to be able to make a correct assessment of your application. You have the right to request a copy of the information that we hold about you. If you would like a copy of some, or all your personal information, please contact us using the contact information below.

How long will we keep your data?

In order to make it easier for you to apply for other positions in Ingka Group, we keep your profile (i.e. your name, contact details, the journal of your interactions with us, and your CV if you have chosen to attach it to your profile) during a period of 12 months from your latest log-in to the system. You will receive a notice to your email address 2 weeks before your profile will expire and if you want to keep it you just need to log-in to the system again and your profile will be renewed for another 12 months.

Your application and all personal data connected to it will be kept until the position(s) for which you applied has been filled and during a period of 12 months thereafter. The reason for keeping the data after the position has been filled is to be able protect Ingka Group's interests in the event of any claim related to the recruitment process. If you have consented to Ingka Group keeping your application in the talent database, we will keep your profile and application(s) for six months from the date of your consent.

How will we secure your data?

We take the security of your personal data very seriously. We have implemented various strategies, controls, policies and measures to keep your data secure and keep these measures under close review. We protect your data by using encryption techniques and we use other safeguards such as firewalls and password protection. This means that your data is protected and only accessible by Ingka Group employees who need it to carry out their job responsibilities. We also ensure that there are strict physical controls in our buildings which restricts access to your personal data to keep it safe.

Complaints and supervisory authority

If you feel that we have processed your personal information incorrectly, you can always contact us using the contact information below.

The Federal Data Protection and Information Commissioner ('FDPIC') is responsible for law enforcement and supervision related to data protection in Switzerland and complaints can also be submitted to them. Contact details for FDPIC are available [here](#) or by phone +41 (0)58 462 43 95.

How to contact us

PLEASE NOTE - Contacts provided in this Privacy notice will not be able to answer any questions related to your job application.

For any questions about our privacy policy or about the information we hold about you, please contact us at:

- By email: datenschutz.ch@ikea.com
- By contacting IKEA customer service via our contact form or by phone 0848 801 100 (max. CHF 0.08/minute from a landline).
- Or in writing to:

IKEA AG

Landesorganisation Schweiz
Betrieblicher Datenschutzbeauftragter
Müslistrasse 16
8957 Spreitenbach

Updating the Privacy notice

From time to time, at our own discretion and without prior warning, we may update, amend, supplement or otherwise revise this data Privacy notice, as a result of which your personal data previously collected by us may be processed in a significantly different way.