

1. Introduction

The individual's personal integrity and the security of his or her personal data is important to companies in Retail Knowledge Sweden ("Retail Knowledge"), which is responsible for ensuring that all personal data is processed properly and in accordance with applicable data protection legislation. This Integrity Policy (the "Integrity Policy") is a consent document and describes how Retail Knowledge processes personal data.

We therefore ask you to carefully read the Integrity Policy before you share your personal data with us.

2. Scope of applicability of the integrity policy

2.1 Who the policy applies to

This Integrity Policy applies to individuals in the capacity of candidates, employees, clients, suppliers and other stakeholders. Different chapters will be relevant to you, depending on your relationship with Retail Knowledge.

2.2 What the policy applies to

This Integrity Policy governs how Retail Knowledge collects and processes personal data for our range of services consisting of hiring out, recruitment, career readjustment, consulting and other related operations (the "Service"). The policy also governs personal data processing for individuals at the parties with which Retail Knowledge has a business relationship, such as suppliers and clients.

2.3 When the policy does not apply

Retail Knowledge's services are occasionally advertised on third party websites that are not owned or managed by Retail Knowledge. Retail Knowledge has not inspected these websites or other websites that contain links to the Retail Knowledge website. This Integrity Policy does not apply to any personal data processing that takes place on such websites and Retail Knowledge is not responsible for personal data processing on websites that are not part of Retail Knowledge's website. Nor does the Retail Knowledge Integrity Policy apply to processing carried out by testing companies.

3. Processing of personal data

Retail Knowledge's personal data processing based on your relationship with Retail Knowledge is described below.

3.1 For candidates or employees

3.1.1 The purposes for which personal data is processed

Personal data is only processed for the purposes and objectives described in this Integrity Policy. The Service may be affected if you choose not to provide us with certain personal details.

Retail Knowledge only processes personal data if such processing is necessary for the Service or for the other purposes described below. That also applies to sensitive personal data.

Retail Knowledge processes job applicants' and employees' personal data to enable it to:

(a) provide the Service for Retail Knowledge clients and offer you the opportunity to be part of the Service;

(b) manage our relationship with you;

(c) deal with any cases of alleged discrimination, deal with disputes and claims against you or Retail Knowledge clients and suppliers; and

(d) undertake internal demographic studies and optimize Retail Knowledge's business.

3.1.2 Personal data

By accepting this Integrity Policy, you give your consent for Retail Knowledge to process your personal data in accordance with this Integrity Policy. If you do not give your consent for your data to be processed, you should not provide us with personal data.

Below you will find information on the types of personal data that Retail Knowledge processes and how Retail Knowledge can obtain/acquire that information.

3.1.2.1 Candidates

The personal data that Retail Knowledge processes on candidates is based on the details you yourself provide to Retail Knowledge via the Retail Knowledge website and through contact with Retail Knowledge personnel to allow Retail Knowledge to provide the Service. Retail Knowledge will not process your personal data unless you have first given your approval by accepting the Retail Knowledge Integrity Policy.

The personal data we may process on you includes data such as your name, address, e-mail address, personal ID number, grades, certificates, training and work experience, photographs, results of tests, information from background checks, results of drug tests, information from referees (such as assessments and health, observations on absence due to illness, for example) and information that is necessary for monitoring the Service, etc.

If you agree to be photographed or provide a photograph of yourself without being asked to do so by Retail Knowledge, you are giving your consent for Retail Knowledge to process any such photograph.

It may be the case, when taking tests, that we may ask you to approve further conditions for processing your personal data.

Due to the fact that some Retail Knowledge clients impose stringent security requirements on individuals, in some cases Retail Knowledge may need to carry out background checks, credit checks, health checks and/or drug test on you. Such checks may include sensitive personal data on you and you will give your specific consent before a background check, credit check, health check or drug test is carried out.

As part of a background check, Retail Knowledge may ask you to submit an extract from the criminal records register. You must request such an extract from the relevant authority yourself. Whether you wish to request an extract from the criminal records register is always a matter for you yourself to decide. If you choose not to request such an extract, it may affect whether or not you are engaged

for the Service. You yourself must open the extract, along with Retail Knowledge and/or Retail Knowledge's client. The information in an extract from the criminal records register is treated with the utmost confidentiality and will never be processed by Retail Knowledge. Nevertheless, Retail Knowledge may verbally check the results with Retail Knowledge's client to allow it to provide the Service.

In certain circumstances it may even be necessary for Retail Knowledge to obtain your approval to request a credit check via an external credit information agency.

Retail Knowledge may also ask you to provide additional personal details, but in such cases you will give your specific approval for this. Personal information that is provided/processed through a specific approval will also be covered by this Integrity Policy.

3.1.2.2 Employees

The personal data we will process on you includes contact details for relatives, salary and account details in addition to the data specified in section 3.1.2.1 (Candidates).

Retail Knowledge may also need to process sensitive personal data such as information on your health. Health data may need to be processed to allow Retail Knowledge to comply with its obligations as an employer, for example.

3.1.3 Saving personal data

The length of time for which personal data is saved depends on the type of personal data in question and the purpose for which it is processed.

The data you enter in your profile or that Retail Knowledge enters in Retail Knowledge business systems will be saved as long as your account is active, during the current contractual relationship and thereafter, in some cases, for a period provided by law. Your account is considered to be inactive if you have not logged into it for a period of time that gives Retail Knowledge reason to believe that your personal information has become outdated, that you do not have an employment relationship with Retail Knowledge or that you revoked your consent for Retail Knowledge to process your personal data.

Retail Knowledge will, as a general rule, save personal data relating to:

(a) information linked to the application and recruitment process, during the current year for the most recent activities and for two (2) years thereafter;

(b) contract for employment, during current year for the most recent activities and for ten (10) years thereafter;

(c) client and supplier agreements and information on business events such as information on timesheets, participants, assignments, salaries, invoices, declarations, accounts during the term of the agreement and thereafter for ten (10) years; and

(d) control data until Retail Knowledge's pension obligation has ceased.

3.2 For clients or suppliers

3.2.1 The purposes for which personal data is processed

Personal data is only processed for the purposes and objectives described in this Integrity Policy. If you choose not to provide certain personal details, it may affect the use of the Service or the provision of the Service.

Retail Knowledge only processes personal data if such processing is necessary for the Service and for services provided by suppliers for Retail Knowledge or for other purposes as specified below. This also applies to sensitive personal data.

Retail Knowledge processes personal data on clients' and suppliers' employees:

- (a) to enable you to take advantage of the Service or provide other services for Retail Knowledge;
- (b) to manage our relationship with you;
- (c) to enable Retail Knowledge to manage its obligations in relation to you or the individual concerned, deal with cases of alleged discrimination, deal with disputes and complaints; and
- (d) to facilitate future business relationships.

3.2.2 Personal data

By accepting this Integrity Policy, you give your consent for Retail Knowledge to process, where applicable, personal data on your employees and/or suppliers in accordance with this Integrity Policy. You also confirm that, before giving your consent, you received approval for Retail Knowledge's personal data processing in accordance with this Integrity Policy from all individuals concerned.

Retail Knowledge can also ask individuals to provide more personal information than is specified below. Personal information that is provided/processed through a specific approval will also be covered by this Integrity Policy.

3.2.2.1 Clients

Retail Knowledge may process contact persons' personal data. Such data includes their name, address, e-mail address, post, responsibilities and other data necessary for providing and monitoring the Service and for facilitating future business relationships.

3.2.2.2 Suppliers

Retail Knowledge may process contact persons' and other employees' personal data. Such personal data includes the information specified in section 3.2.2.1 (Clients) and 3.1.2.1 (Candidates) and other data necessary for providing and monitoring the Service, for ensuring satisfactory supply of services to Retail Knowledge and for facilitating future business relationships.

3.2.2.3 Subscribers of newsletters and other company information

Retail Knowledge may process contact persons' personal data. Such data includes their name, address, e-mail address, post, responsibilities and other data necessary for providing and monitoring the Service and for facilitating future business relationships.

3.2.3 Storage of personal data

The length of time for which personal data is saved depends on the type of personal data in question

and the purpose for which it is processed. Retail Knowledge does not save personal data for longer than is necessary for the purposes for which it was collected, unless otherwise provided by law.

The data that suppliers enter in their profile(s) or that Retail Knowledge enters in Retail Knowledge business systems, after obtaining approval from you or the individual concerned, will be stored as long as each account is active or during the current contractual relationship. An account is considered to be inactive if no-one has logged into it for a period that gives Retail Knowledge reason to believe that the personal data has become outdated or that consent for processing has been revoked.

Retail Knowledge will, as a general rule, save personal data contained in:

(a) application and recruitment processes during the current year for the most recent activities and for two (2) years thereafter;

(b) client and supplier agreements and information on business events such as information on timesheets, participants, assignments, salaries, invoices, declarations and accounts, during the term of the agreement and thereafter for ten (10) years;

3.3 Personal data for marketing purposes

The consent given also covers the fact that the information that you supply to Retail Knowledge can be used by Retail Knowledge and companies in Retail Knowledge Nordic for marketing and market research purposes in order to provide candidates, employees, clients and suppliers with an enhanced experience and improve and optimise the quality of the Service (for example, by displaying content that may be of interest to you and providing information that is more relevant to you).

If you no longer wish to receive marketing, you can contact us and indicate that you do not wish to be contacted for marketing purposes.

3.4 Use of the Retail Knowledge website and cookies

For a more detailed description of the personal data processing that occurs when you use the Retail Knowledge website and Retail Knowledge's use of cookies, see the Retail Knowledge guidelines for cookies.

4. Protection of personal data

Retail Knowledge has adopted the appropriate technical and organizational measures to protect personal data from loss, misuse, unauthorized access, disclosure, alteration and destruction. To ensure that personal data is processed in a secure, confidential manner, we use data networks that are protected against hacking by such means as firewalls and password protection according to industry standards. To ensure the integrity of the personal data you provide via the Internet, we may use encryption technology when we transfer that personal information to our servers over the Internet. Retail Knowledge employees and suppliers are bound by confidentiality agreements and are obliged to comply with Retail Knowledge's rules for information and IT security, this Integrity Policy and other internal regulations that further govern the processing of personal data.

5. Personal data controller

Retail Knowledge Sweden AB, Id No 556636-0367,

E-mail: info@retailknowledge.se

Nybrogatan 7, 114 34 Stockholm is the personal data controller for processing your personal data and is responsible for ensuring that such processing takes place in accordance with applicable legislation.

6. Retail Knowledge as a personal data assistant

Retail Knowledge is the personal data controller for Retail Knowledge personal data, but situations may occur in which Retail Knowledge is not the personal data controller, but only a personal data assistant for third parties. When Retail Knowledge processes personal data as a personal data assistant, the data is processed on behalf of a third party and Retail Knowledge is then bound by the instructions that Retail Knowledge received from the personal data controller. In these situations, Retail Knowledge cannot guarantee that such processing will take place in accordance with this Integrity Policy, but Retail Knowledge will always ensure that processing takes place in accordance with applicable legislation and as far as possible in accordance with this Integrity Policy.

7. Your rights

As an individual, you have the right, free of charge, once per calendar year, to obtain information on what personal data Retail Knowledge processes on you and information on the scope and purpose of such processing by submitting a signed application in writing to Retail Knowledge at the above address (under "Personal Data Controller"). As an individual, you also have the right to request at any time that we block, delete or correct your personal information. You have the right at all times to revoke any consent you have given and inform us that you do not wish us to continue to process your personal data.

8. Amendments to this integrity policy

Retail Knowledge reserves the right to revise this Integrity Policy from time to time. The date of the most recent amendment is specified at the end of the Integrity Policy. If we carry out any amendments to the Integrity Policy, we will publish those amendments at the website. It is therefore recommended that you read this Integrity Policy regularly in order to note any amendments. If we amend our Integrity Policy so that it clearly differs from what was specified when your consent was obtained, we will notify you of these amendments and, if necessary, ask you to give your consent once again for Retail Knowledge to process your personal data.

9. Contact us

If you have any questions regarding this Integrity Policy or our use of your personal data, please contact us at info@retailknowledge.se