

Privacy Policy for Orkla's Recruitment Portal

Orkla's recruitment portal is a platform where users create their own profiles and upload relevant information. The profile can be used as a basis for applying to a specific position or as an "open cv".

Orkla is a group of companies that share common processes such as recruitment. Orkla ASA will be responsible for processing of your personal data (data controller) either alone or jointly with group companies. From time to time the Orkla group will change, please see the list of companies using in the common recruitment platform.

Orkla will not process your data for other purposes than stated in this policy, unless you have given your consent to other specified types of use.

What data will Orkla collect?

The data we ask for when creating a profile is data normally given as a part of a CV (Curriculum Vitae), including contact information, age, gender, education & work history, interest areas, and mobility preferences.

In addition, we might ask for more specific data when applying for a specific position. This will normally include your application letter, certificates and references.

What will Orkla do with my data?

The purpose of processing your data is to evaluate applications submitted through the portal, and will not be used for any other purposes without your consent or other legal basis.

If you consent to it, we will also include your profile in our recruitment pool and may contact you with offers to apply for positions based on your profile. You can at any time withdraw your consent through the portal.

Data related to a specific position will only be processed as part of the recruitment process for the specific position unless you have given your specific consent to store data in case you wish to apply for another position in Orkla later. You can at any time withdraw your consent through the portal.

Orkla will also store administrative data that includes who has applied for which position, interviews and tests completed, participants during interviews for the legitimate purpose of process evaluation and ability to investigate any complaints related to the recruitment process.

If you are successful in your application, the data you have submitted during the application process will be filed as part of your employee folder file in the Orkla employer company. The purpose and legal basis of such processing is the employer

company's legitimate interest in documentation of your relevant competence for the position, and to promote development and utilisation of competence.

In cases where there are specific requirements related to a position, automated decisions might take part in the handling of applications, such as where a driving license is required to fulfil the position.

And for how long?

If you have created a profile, we will keep the profile for 2 years from the last time of update or from the last confirmation that the profile is still relevant. Unless you confirm or update your profile within this time, it will be automatically deleted.

Data related to a specific position will be deleted when the recruitment process is completed, unless you chose to store the data as part of your profile.

Administrative data will be stored for 6 months as a default. In the case of complaints related to the recruitment process, data will be kept 6 months after the complaint has been resolved unless there is adequate legal basis to keep the data for further time.

If you are successful in your application, your application data will be stored according to Orkla's privacy policy for employee data.

Is my data secure – who has access?

Your personal data will only be accessible for those whom are relevant to evaluate your application such as HR, recruitment support staff and relevant managers. In addition, your data will be visible for our service providers when it is necessary to complete technical and administrative tasks. Orkla ASA has established data processing agreements with these service providers to ensure the safe processing of your personal data.

Can I delete or correct the data or request other rights, who to ask?

You can view, correct or delete your profile and personal data from the login page. If you have participated in a specific process, your data will be stored as described above.

Also, you have the right to restrict or object to processing, or request transfer of personal data to another party (data portability), and lodge a complaint regarding the processing of your personal data with the supervisory authority.

If you any have questions related to privacy and your personal data, or wish to exercise one of your data subject rights, please contact us using [this form](#).