

How Linköping University processes your personal data when you apply for employment

When you apply for employment at Linköping University, you consent to your personal data being registered and processed by the university for recruitment purposes. The data provided will be processed as specified in the EU General Data Protection Regulation (EU 2016/679, GDPR) and associated Swedish legislation.

Processing of personal data

The data you provide in your application will be registered on behalf of Linköping University in the recruitment system used at the university, ReachMee.

We process the following personal data: first name and family name, year of birth, sex, contact details (email address, telephone number, postal address), responses to selection survey questions asked on the application, together with CV, personal letter and other attached documents, if any (such as details of grades obtained, references, etc.) and other information that you disclose to us.

How are the data used?

Linköping University uses the data for measures necessary to manage your application for employment. Your application will be handled via a candidate profile that collects the data you have submitted in connection with your application.

Selection survey questions

Your application may be refused if your responses to the selection survey questions on the application form indicate that you do not fulfil the minimum requirements of the requirements specification. The minimum requirements are listed in the job advertisement. Any questions should be directed to the contact person named in the advertisement.

Who has access to the data?

Any data submitted will be available to persons working in HR and recruitment within the organisation. Linköping University is a government agency and your application constitutes official documents, as specified by the principle of public access to official documents. This means that the general public has the right to gain access to your application, supporting documents and correspondence with the university.

If you have a protected identity, contact the person named as contact person in the advertisement. You should also take care when deciding which data you disclose in

your application. For this reason, disclose only data that are relevant to the position in question.

For how long will the personal data be stored?

All personal data will be erased from the Linköping University recruitment system database two years after the conclusion of your most recent job application.

Legal basis

The legal basis for processing your personal data is that you have voluntarily disclosed information to us with the intention of entering into a contract of employment. After we have received your application, we process your personal data in accordance with the requirements that are specified in the Public Employment Act (1994:260), the Public Access to Information and Secrecy Act (2009:400), the Archives Act (1990:782), etc.

Your rights

Linköpings universitet is controller of personal data for the processing of your personal data. You have the right to contact us if you want to know which data about you we have, and otherwise exercise your rights according to personal data regulations. You have the right to request rectification or transfer of your data, and to request that we limit the processing. You also have the right to object to the processing and, where applicable, request erasure of your data. The easiest way of doing so is to contact us by email:

registrator@liu.se

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Our privacy policy is available at www.liu.se.

For questions concerning the processing of personal data, contact our data protection officer at dataskyddsbud@liu.se. If you have any complaints about our treatment of your personal data, you have the right to contact the supervisory authority, which is the Swedish Data Protection Authority.

Linköping University.