

This is how we process your personal data at Linköping university

When you are part of a recruitment process:

- apply for a vacant position,
- become employed,
- apply for a promotion,
- apply for admission as a docent,
- claim the right of priority to re-employment,
- claim the right of priority to higher employment rate.

Your personal data will be registered and processed by Linköping university (LiU) in the above-mentioned situations and for the above-mentioned purposes. The data we collect will be processed in accordance with the EU General Data Protection Regulation (EU 2016/679, GDPR) and applicable national legislation.

What personal data do we process??

We process the following personal data: first and last name, year of birth, gender, contact details (e-mail address, telephone number, address), login details in the form of email and password, answers to questions in forms, CV, cover letter and any other documents submitted (e.g. grades, certificates, profile picture, etc.) and other information you provide to us. We process information from the interview, reference checks and responses received from the evaluation of the recruitment process.

When obtaining assessments from experts in connection with the recruitment of teachers by the Appointment Boards, we will process assessments of the applicant's merits.

What will the data be used for?

We need to process your personal data in order to receive job applications, make selections, conduct interviews, take references and meet documentation requirements. We also need to process your personal data in order to assess your professional qualifications, skills and personal characteristics. We do this in order to find the most competent candidate.

Where applicable, we use your personal data to evaluate the recruitment process.

We recruit in accordance with established processes and procedures, as well as the laws and regulations governing the appointment of positions at a government agency.

Your data is processed via a candidate profile where the information you submit is collected.

Legal basis

Recruitment is a prerequisite for Linköping University, as a public authority, to fulfil its mission in accordance with the Instrument of Government (1974:152) and the Public Employment Act (1994:260).

We process your personal data on the legal basis of public interest when you submit a job application or a notification of priority rights, and when evaluating the recruitment process.

When we make decisions about employment, we process your personal data on the legal basis of exercising public authority.

When we enter into an employment contract with you, we process your personal data based on the legal basis of contract (the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into such a contract).

We also need to process your personal data in order to fulfil legal obligations incumbent upon Linköping University, such as the Public Employment Act (1994:260), the Public Access to Information and Secrecy Act (2009:400), the Archives Act (1990:782), among others.

Who has access to your data?

Your information will be available to employees working with recruitment, such as HR, recruiting managers, members of the Appointment Board and other relevant recruiting roles within the organisation. In some cases, it may be necessary to obtain assessments from experts in order to evaluate your competence. These individuals may be located outside the organisation and may also be located outside the EU/EEA. Your data will also be available to the suppliers who provide the systems used in the recruitment process.

LiU is a government agency and your documents constitute public documents in accordance with the principle of public access. This means that the public has the right to access your registered information, submitted documents and correspondence with us.

You should also be careful about what information you share in your application. Therefore, only provide information that is relevant to the position in question.

If you have a protected identity, please contact the contact person specified in the advertisement.

When will your data be deleted?

All personal data is stored in LiU's database in the recruitment tools for the periods specified below. After this, the data is deleted from the database.

Apply for a vacant position	one year (12 months) after the recruitment project for your most recent job application has been closed in the recruitment system
Apply for promotion and apply for admission as a docent	one year (12 months) from the time you sent in your application
Claim the right of priority to re-employment	two years (24 months) from the time you sent in your claim of the right of priority to re-employment
Claim the right of priority to higher employment rate	as long as the claim of the right of priority to a higher level of employment is valid
Become employed and will be registered in LiU:s onboarding system	one year (12 months) after your employment has commenced
Submitted responses about your experience of the recruitment process	Two months (60 days) after submitted responses

The following information is also stored in LiU:s document registration system: If you are offered a position with us, your application documents will be stored for as long as we are required to do so under Swedish law.

We use recruitment tools for job applications and job subscriptions. The recruitment tool provider is responsible for processing the personal data required when you create an account. LiU is responsible for processing your personal data only once you have submitted an application via the tool.

Your rights

Linköping university is the data controller for your personal data. Under the EU General Data Protection Regulation (GDPR), you have the right to access, free of charge, the personal data that Linköping University holds about you and, if necessary, to have any inaccuracies corrected. You may also request that your data be erased or that the processing of your personal data be restricted. However, the

right to erasure and restriction only applies under certain conditions (for example, you cannot have your data erased if we have a legal right to process it and the processing is necessary for the purpose for which the data was collected).

To exercise your rights, please contact registrator@liu.se or 013- 28 10 00. You can reach our data protection officer at dataskyddsbud@liu.se. If you have any complaints about our processing of your personal data, you have the right to contact the Swedish Data Protection Authority. LiU's general privacy policy is available at www.liu.se.

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