

LOGOS slf.

Applicant Privacy Policy

LOGOS (also referred to as “**company**” or “**us**”) is committed to maintaining the reliability, confidentiality and safety of job applicants’ personal data. This privacy policy is intended to inform job applicants what personal data the company collects and how it uses the data.

This privacy policy applies to the personal data of all individuals who seek to become employed at LOGOS. This privacy policy also refers to job applicants as “**you**” and the company as “**us**”.

1. Purpose and legal compliance

LOGOS is committed to complying with applicable data protection legislation at all times. This privacy policy is based on the Icelandic Act No. 90/2018 on the Protection of Privacy with regards to the processing of personal data (“**Data Protection Act**”).

2. What is Personal data?

For the purposes of this privacy policy, personal data means any information relating to an identified or identifiable individual, i.e. information that can be traced directly or indirectly to a specific employee or other individual. Personal data does not include anonymous data or non-personal data.

3. Personal data collected and processed by LOGOS

We collect and maintain different types of personal data about our applicants. Different data may be collected for different jobs, and data that is processed and collected may depend on the nature of the job.

LOGOS collects the following data from all job applicants:

- contact information, including name, ID number, e-mail and telephone; and
- information on education and academic results, courses, training, language knowledge, work experience and social and confidential activities.

When applicants apply for an associate or intern position, information on academic results is also requested, such as grades and diplomas from undergraduate or/and postgraduate studies.

If an applicant advances to an interview, LOGOS also processes information that are provided in that interview or, where applicable, from references.

In addition to the examples of data listed above, LOGOS may collect and process other data, which the applicants themselves provide to the company (for example information on family matters and information on the reason for applying for a position at LOGOS). LOGOS can also check information on the applicant, which he or she has published publicly on social media.

As a general rule, we collect personal data directly from applicants. However, LOGOS may collect information from third parties, especially from references, such as former employees or university professors.

4. Why do we collect personal data and on what grounds?

We collect personal data on applicants first and foremost to choose the best candidate for the position. The information is therefore processed first and foremost to take **measures at the request of the applicant before a contract is established**.

Where the collection and processing of personal data is based on the applicant's consent, the applicant can always withdraw his consent. All communications in relation to such withdrawal or changes on the content of the consent shall be directed to LOGOS's chief operating officer. Applicants can always, and at any time, withdraw their application.

5. Transfer to third parties

LOGOS may transfer applicants' personal data to recruitment agencies, advisors, contractors and other third parties in relation to the recruitment process. Personal data may also be transferred to third parties that provide us with IT services and other services connected to the processing and is a part of the company's operations.

These third-party service providers may be located outside of Iceland. LOGOS will not transfer personal data outside the European Economic Area unless such transfer is permitted under applicable data protection legislation.

Finally, your personal data may be disclosed to the extent permitted or required by applicable legislation or regulations. Your personal data can also be transferred to third parties, to respond to legal actions such as search of premises, subpoenas or court rulings.

6. How do we protect and safeguard your information?

LOGOS seeks to take appropriate technical and organizational measures to protect personal data with particular regard to their nature. These measures are intended to protect personal data from accidental loss or change, and unauthorised access, copying, use, or transmission. Applicants' personal data that are electronically stored, are accessed controlled, and information that are preserved on paper format are kept under lock in the chief operating officer's file cabinet.

7. Data retention

LOGOS will seek to retain your personal data only for as long as necessary in relation to the purpose for which they are processed, unless otherwise permitted or obligated by law.

Applications are generally retained for six months, unless they are withdrawn sooner or the applicant has provided his consent for a longer storage period.

8. Your rights regarding your personal data processed by the company

You have the right to access and, under certain circumstances, to have a copy of the personal data undergoing processing, as well as to be informed about the processing.

In certain instances, you have the right to have your personal data erased, or to have us restrict the processing. You also have the right to have your personal data rectified, if the data are wrong or unreliable.

You may also be entitled to a copy of the personal data that you have transmitted to us, on a computerised form, or to have us transmit the data to a third party.

Your rights are however not absolute. Laws or regulations can authorize or oblige us to reject your request of exercising your rights.

9. Inquiries or complaints to the data protection authority

If you wish to exercise the rights described in article 8 of this policy, or if you have any questions regarding this privacy policy or how the company processes your personal data, please contact LOGOS's privacy supervisor, cf. article 10 of this policy, or the company's chief operating officer.

If you are unsatisfied with our processing of your personal data you are entitled to make a written submission to the Icelandic Data Protection Authority (www.personuvernd.is).

10. Contact information

We have appointed a supervisor to monitor compliance with this privacy policy, Helga Melkorka Óttarsdóttir, helga@logos.is, 5400300.

The company's contact information:

LOGOS slf.
Efstaleiti 5
103 Reykjavík

11. Revisions to this privacy policy

LOGOS may from time to time change this privacy policy in accordance with changes to applicable laws or regulations or as a result of changes in the way the company processes personal data.

Any changes that may be made to this policy will take effect after the updated version has been published on the company's website or, where applicable, send to you especially.

This privacy policy was published on the 13th of July 2018.