

# Privacy Notice Recruitment

Data privacy is of high importance for H&M and we want to be open and transparent with our processing of your personal data. We therefore have a policy setting out how your personal data will be processed and protected.

## **Who is the controller of your personal data?**

The company that you apply for a job at will be the Controller of your data. In Hong Kong this varies depending on our business unit. For our sourcing business this is Puls Trading Far East Ltd. or H&M Hennes & Mauritz (Far East) Ltd. For our Retail business, this is H&M Asia Holdings Limited

## **Where do we store your data?**

Since all of the companies above (Puls Trading Far East Ltd, H&M Asia Holdings Limited and or H&M Hennes & Mauritz (Far East) Ltd.) are based outside the European Economic Area ("EEA"), the data that we collect from you is stored outside the EEA.

## **Who has access to your personal data?**

Your data may be shared within the H&M group (for details on the companies within the H&M group, please refer to our annual report which may be found at [about.hm.com](http://about.hm.com)).

We never pass on, sell or swap your data for marketing purposes to third parties outside the H&M group. Data that is forwarded to third parties is only used to provide you with our services.

## **What are your rights?**

### **Right to access:**

You have the right to request information about the personal data we hold on you at any time. You can contact H&M that will provide you with your personal data via e-mail.

### **Right to portability:**

Whenever H&M processes your personal data by automated means, based on your consent or based on an agreement you have the right to get a copy of your data in a structured, commonly used and machine-readable format transferred to you or to another party. This only includes the personal data you have submitted to us.

### **Right to rectification:**

You have the right to request rectification of your personal data if they are incorrect, including the right to have incomplete personal data completed.

### **Right to erasure:**

You have the right to erase any personal data processed by H&M at any time except for the following situations:

- for exercising the right of freedom of expression and information
- if the data is necessary to comply with a legal obligation
- if the data is connected to the establishment, exercise or defense of legal claims

**Your right to object to processing based on legitimate interest:**

You have the right to object to processing of your personal data that is based on H&M's legitimate interest. H&M will not continue to process the personal data unless we can demonstrate a legitimate ground for the process which overrides your interest and rights or due to legal claims.

**Right to restriction:**

You have the right to request that H&M restricts the processing of your personal data under the following circumstances:

- if you object to a processing based H&M's legitimate interest, H&M shall restrict all processing of such data pending the verification of the legitimate interest.
- if you claim that your personal data is incorrect, H&M shall restrict all processing of such data pending the verification of the accuracy of the personal data.
- if the processing is unlawful you can oppose the erasure of personal data and instead request the restriction of the use of your personal data instead
- if H&M no longer needs the personal data but the data is necessary for you to build or defend legal claims.

**How can you exercise your rights?**

We take data protection very seriously and therefore we have a dedicated process to handle your requests in relation to your rights stated above. You can send in your request by emailing your request to [DataPrivacy.HKPO@hm.com](mailto:DataPrivacy.HKPO@hm.com)

**Data Protection Officer:**

We have appointed a Data Protection Officer to ensure that we continuously process your personal data in an open, accurate and legal manner. You can contact our Data Protection Officer by emailing your request to [DataPrivacy.HKPO@hm.com](mailto:DataPrivacy.HKPO@hm.com)

**Right to complain with a supervisory Authority:**

If you believe H&M is processing your personal data in an incorrect way you can contact us by emailing [DataPrivacy.HKPO@hm.com](mailto:DataPrivacy.HKPO@hm.com). You also have the right to turn in a complaint to a supervisory authority.

**Updates to our Privacy Notice:**

We may need to update our Privacy Notice from time to time. We will communicate any material changes to the Privacy Notice, for example the purpose of why we use your personal data, the identity of the Controller or your rights.

**Why do we process your personal data?**

We process your personal data in connection to internal and external recruitments in order to communicate with you and to evaluate your profile to current and/or future recruitment needs within

the H&M group. This process can include screening, interviews, tests, reference checks and informing you of new positions based on your profile.

If you are offered a position, we will also use your personal data for the purpose of signing employment documents.

We might also process your personal data in order to keep you updated on job openings and upcoming events and for surveys.

### **What type of data do we process?**

We will process the personal data being submitted to us either by yourself or by a third party.

We will process the following categories when you submit your application, such as CV and personal letter, to us:

- contact information such as name, e-mail address, postal address and telephone number
- former employers and references
- recruitment documentation, such as interview notes and test results

H&M does not request sensitive personal data, for example racial or ethnical origin, political views, religious or philosophical conviction, union membership, health or sexual orientation so please do not submit that information in your application.

### **Who has access to your personal data?**

Data that is forwarded to third parties is only used for the purposes mentioned above. Third parties include recruitment agencies, test and/or survey providers.

### **What is the legal ground for process of your personal data?**

The legal ground for processing your personal data is based on your consent when you submit your application and input your personal data into our recruitment system. If you have applied outside our recruitment system the processing of your personal data is based on H&M's legitimate interest.

In addition, we will store personal data in order to handle discrimination claims, based on H&M's legitimate interest.

### **How long do we save your data?**

We will keep your data for three years from when the data was last handled within our recruitment process or until you withdraw your consent.

### **Your right to withdraw your consent:**

You have the right to withdraw your consent for the processing of your personal data at any time. If you do so H&M won't be able to go further in the recruitment process, since it is based on your consent.

You can withdraw your consent by emailing your request to [DataPrivacy.HKPO@hm.com](mailto:DataPrivacy.HKPO@hm.com)

Please note that H&M may have to store your personal data for two years in order to respond to discrimination claims.

### **Cookies**

A cookie is a small piece of data (text file) that a website – when visited by a user – asks your browser to store on your device in order to remember information about you, such as your language preference or login information. Those cookies are set by us and called first-party

cookies. We also use third-party cookies – which are cookies from a domain different than the domain of the website you are visiting – for our advertising and marketing efforts. More specifically, we use cookies and other tracking technologies for the following purposes:

### Strictly Necessary Cookies

These cookies are necessary to maintain our services and cannot be switched off. They are usually only set in response to actions made by you, such as creating an account or saving a wish-list for later. You can set your browser to block or alert you about these cookies, but that can make some parts of the site not work. These cookies do not store any personally identifiable information.

Strictly Necessary Cookies		
Cookie Subgroup	Cookies	Cookies used
hm.com	<u><a href="#">_ga</a></u> , <u><a href="#">_gid</a></u> , <u><a href="#">_gat</a></u>	First Party
career.hm.com	<u><a href="#">OptanonAlertBoxClosed</a></u> , <u><a href="#">JSESSIONID</a></u> , <u><a href="#">NSC xxxxxxxxxxxxxxxx</a></u> , <u><a href="#">OptanonConsent</a></u> , <u><a href="#">NSC WTF5W-MC-DBSEFS-IUUQ</a></u>	First Party
<u><a href="#">youtube.com</a></u>	YSC	Third Party

### Functional Cookies

These cookies enable the website to provide enhanced functionality and personalisation. They may be set by us or by third party providers whose services we have added to our pages. If you do not allow these cookies, then some or all of these services may not function properly.

Functional Cookies		
Cookie Subgroup	Cookies	Cookies used
career.hm.com	<u><a href="#">_atuvc</a></u> , <u><a href="#">_atuvs</a></u>	First Party
<u><a href="#">addthis.com</a></u>	xtc, uvc	Third Party
<u><a href="#">s7.addthis.com</a></u>	<u><a href="#">_atuvs</a></u> , <u><a href="#">_atrfs</a></u> , <u><a href="#">_atuvc</a></u>	Third Party

## Marketing cookies

When you accept marketing cookies, you give us your consent to place cookies on your device to provide you with relevant content that fits your interests. These cookies may be set through our site by our advertising partners or us, to build a profile of your interests and show you relevant content on our and third-party sites. To be able to deliver content that fits your interests, we will use your interactions together with personal information you have provided to us on our site. To present you with relevant content on third-party sites, we will share this information and a customer identifier such as an encrypted email-address or device id with third parties, such as advertising platforms and social networks. To make the content as interesting as possible for you, we may link this data across the different devices you use. If you choose not to accept marketing cookies, we will not place such cookies on your device, and you may experience less relevant content from us.

Marketing cookies		
Cookie Subgroup	Cookies	Cookies used
<a href="https://www.linkedin.com">linkedin.com</a>	li_gc, lang, AnalyticsSyncHistory, bcookie, lidc, UserMatchHistory	Third Party
<a href="https://www.doubleclick.net">doubleclick.net</a>	IDE, test_cookie	Third Party
<a href="https://ads.linkedin.com">ads.linkedin.com</a>	lang	Third Party
<a href="https://www.linkedin.com">www.linkedin.com</a>	bcookie	Third Party