

Document	Document id.	Stage	Valid from	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	2023-05-08	1 (16)
Issued by (Name, Job Title)		Date		
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Approved by (Name, Job Title)		Date		
Karl Bergman, Chief Executive Officer		2023-05-08		

Privacy Notice - Job Applicants

Table of Contents

1. Purpose.....	3
2. Responsibility.....	3
3. Background.....	3
4. Data Controller and Privacy Manager	3
5. Elypta’s Processing of Job Applicants’ Personal Data.....	3
5.1 To Administrate the Process of Reviewing Job Applications and Selecting Relevant Candidates for a Given Position	4
5.2 To Administrate the Process of Reviewing Spontaneous Job Application and Storing the Personal Data for Future Vacancies	5
5.3 To Interview and Select a Candidate To Be Offered a Position	6
5.4 To Gather and Verify References for Relevant Candidates.....	7
5.5 To Draft Employment Contract that Will Be Concluded if the Job Applicant Is Hired	8
5.6 To Handle Potential Claims Relating to the Recruitment Process (e.g. Discrimination Claims).....	9
5.7 Administration in Connection with Mergers and Acquisitions, Restructuring, Liquidation or Bankruptcy Etc.	10
6. From Where Do Elypta Collects Job Applicants’ Personal Data	11
7. Automated Decision-Making.....	11
8. Retention of Personal Data.....	11
9. With Whom Does Elypta Share Job Applicants’ Personal Data?	11
10. Where Does Elypta Process Job Applicants’ Personal Data?.....	12
11. Job Applicants’ Rights.....	12
11.1 Elypta’s Responsibility for Job Applicants’ Rights.....	12
11.2 Job Applicants’ Right to Access, Rectification, Erasure and Restriction of Processing	13
11.3 Job Applicants’ Right to Object to the Processing	14
11.4 Job Applicants’ Right to Withdraw Job Applicants’ Consent.....	14
11.5 Job Applicants’ Right to Data Portability.....	14

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	2 (16)

11.6 Job Applicants’ Right to Lodge a Complaint with the Supervisory Authority.....	15
12. Elypta Protects Job Applicants’ Personal Data	15
13. Amendments to this Privacy Notice	15
14. Contact Information	15

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	3 (16)

1. Purpose

This privacy notice (“Privacy Notice”) applies to personal data collected from who applies for a job position with Elypta (“Job Applicant”, “They”, “Their”, “Them”) as well as references provided by the Job Applicant and explains how we ensure that your personal data is processed in compliance with applicable data protection legislation.

2. Responsibility

The Privacy Manager is responsible for this document or process and will be reflected in the document either as an issuer or approver of the document.

Legal counsel should be consulted.

3. Background

Elypta AB, reg.no. 559112-1214, (“Elypta”) is committed to protecting and respecting the privacy of Job Applicants. Elypta’s mission is that Job Applicants feel comfortable with Elypta processing their personal data.

4. Data Controller and Privacy Manager

Elypta is the data controller for the processing of Job Applicants’ personal data and is thus responsible for ensuring that the processing of personal data complies with applicable data protection legislation. If a Job Applicant has any questions regarding the processing of their personal data, they will find Elypta’s contact details at the end of this Privacy Notice.

Elypta is not legally required to designate a Data Protection Officer (“DPO”). Instead, Elypta appoints a Privacy Manager who is *inter alia* responsible for monitoring that Elypta’s processing of personal data is carried out in accordance with applicable legislation.

The Privacy Manager can be reached via the contact details at the end of this Privacy Notice.

5. Elypta’s Processing of Job Applicants’ Personal Data

Elypta uses Job Applicants’ personal data for the following purposes:

1. To administrate the process of reviewing job applications and selecting relevant candidates for a given position;
2. To administrate the process of reviewing spontaneous job applications and storing the personal data for future vacancies;
3. To interview and select a candidate to be offered a position;
4. To gather and verify references for relevant candidates;
5. To draft employment contract that will be concluded if you are hired;
6. To handle potential claims relating to the recruitment process (e.g. discrimination claims)]
7. Administration in connection with mergers and acquisitions, restructuring, liquidation or bankruptcy etc.

More information about Elypta’s processing of personal data is provided in the tables below, including information about why Elypta processes Job Applicants’ personal data, what personal

Template	Document id.
Document Template	ELYQMS-122-5

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	4 (16)

data Elypta processes to achieve those purposes and for how long Elypta retains Job Applicants' personal data for each specified purpose. For information on Job Applicants' rights as a data subject and how to exercise them, see Section 11 of this privacy notice.

5.1 To Administrate the Process of Reviewing Job Applications and Selecting Relevant Candidates for a Given Position

Elypta processes Job Applicants' personal data by collecting, storing and reviewing your application provided by the Job Applicant or by a recruitment agency.

The provision of the Job Applicant's personal data is necessary for Elypta to evaluate whether or not the Job Applicant is suitable for the advertised position. If the Job Applicant does not provide Elypta with their personal data, Elypta will not be able to include them in the recruitment process.

Categories of personal data:	Legal basis:	Retention period:
<p><u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Information about job applications</u>, such as information related to the job application, e.g. curriculum vitae and related documents, grades, competences and test results.</p>	<p><u>Legitimate interest</u> as Elypta considers that their interest in administrating the recruitment process and reviewing the Job Applicant's job application for a given position is consistent with their interest, since the Job Applicant has submitted their job application directly to Elypta or through a recruitment agency and thereby expressed their interest in being considered for a position at Elypta. Hence, Elypta's interests outweighs the Job Applicant's interests or fundamental rights and freedoms requiring protection of personal data.</p>	<p>The personal data will be retained until the recruitment process is concluded.</p> <p>After a recruitment process is concluded, the relevant personal data is archived for a period of one year, which entails that only persons with specific authorization are able to access the personal data.</p>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	5 (16)

5.2 To Administrate the Process of Reviewing Spontaneous Job Application and Storing the Personal Data for Future Vacancies

If the Job Applicant chooses to make a spontaneous job application through the form available at Elypta’s website, elypta.com/career, Elypta will process their personal data by collecting, storing and reviewing their application provided by the Job Applicant for future vacancies at Elypta that suits their area of interest.

The provision of the Job Applicant personal data is necessary for Elypta to evaluate whether or not the Job Applicant is suitable for future positions. If the Job Applicant does not provide Elypta with their personal data, Elypta will not be able to include them in the recruitment process.

Categories of personal data:	Legal basis:	Retention period:
<p><u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Information about job applications</u>, such as information related to the job application, e.g. curriculum vitae and related documents, grades, competences and test results.</p> <p><u>LinkedIn profile</u>.</p>	<p><u>Consent</u> when the Job Applicant decides to send in a spontaneous job application and Elypta requests to save their personal data for future vacancies.</p>	<p>The personal data will be retained until the recruitment process is concluded, but no longer than 1 year assuming that the Job Applicant has not objected and/or revoked their consent before that.</p> <p>Elypta may request to renew the Job Applicant’s consent within this period of 1 year assuming that the Job Applicant has not objected and/or revoked their consent regarding our processing for recruitment purposes before that.</p> <p>If the Job Applicant renewed their consent, Elypta will process their personal data for the consented purpose for a period of 1 additional year.</p>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	6 (16)

5.3 To Interview and Select a Candidate To Be Offered a Position

Elypta processes personal data of the selected job applicants to be interviewed. If the application is chosen, Elypta may internally share the Job Applicant’s personal information with relevant stakeholders and other persons involved in the recruitment process. During the interview, Elypta may also take notes that will be used in order to select the final candidate to be offered a position.

The provision of the Job Applicant’s personal data is necessary for Elypta to evaluate whether or not the Job Applicant is suitable for a given position. If the Job Applicant does not provide Elypta with their personal data, Elypta will not be able to include them in the recruitment process.

Categories of personal data:	Legal basis:	Retention period:
<p><u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Information about job applications</u>, such as information related to the job application, e.g. curriculum vitae and related documents, grades, competences and test results.</p> <p><u>Interview notes</u> with the Job Applicant.</p>	<p><u>Legitimate interest</u> as Elypta considers that its interest in processing personal data which is necessary to interview and select a candidate to be offered a position at Elypta is consistent with the Job Applicant’s interest, since the Job Applicant has submitted their job application directly to Elypta or through a recruitment agency and thereby having expressed their interest in being considered for a position and accepted an invite to an interview. Hence, Elypta’s interests outweighs the Job Applicant’s interests or fundamental rights and freedoms requiring protection of personal data.</p>	<p>The personal data will be retained until the recruitment process is concluded.</p> <p>After a recruitment process is concluded, the relevant personal data is archived for a period of one year, which entails that only persons with specific authorization are able to access the personal data.</p>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	7 (16)

5.4 To Gather and Verify References for Relevant Candidates

Elypta gathers references for relevant candidates by contacting persons indicated by the Job Applicant. Curriculum vitae, cover letter and notes taken during the recruitment process may be consulted in connection with the communication with the reference person. Elypta may take notes about the conversation with the reference person.

The provision of the Job Applicant’s personal data is necessary for Elypta to evaluate whether or not the Job Applicant is suitable for a given position. If the Job Applicant does not provide Elypta with their personal data, Elypta will not be able to include them in the recruitment process.

Categories of personal data:	Legal basis:	Retention period:
<p>Job Applicant: <u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Information about job applications</u>, such as information related to the job application, e.g. curriculum vitae and related documents, grades, competences and test results.</p> <p><u>Interview notes</u> with the Job Applicant.</p> <p>Reference Person(s): <u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Interview notes</u> with the reference person(s).</p>	<p><u>Legitimate interest</u> as Elypta considers that its interest in processing personal data which is necessary to receive insight about Job Applicants’ previous experience from persons indicated as references is consistent with the Job Applicant’s interest, since the Job Applicant has submitted their job application directly to Elypta or through a recruitment agency and thereby having expressed their interest in being considered for a position and accepted an invite to an interview. Hence, Elypta’s interests outweighs the Job Applicant and the indicated references’ interests or fundamental rights and freedoms requiring protection of personal data</p>	<p>The personal data will be retained until the recruitment process is concluded.</p> <p>After a recruitment process is concluded, the relevant personal data is archived for a period of one year, which entails that only persons with specific authorization are able to access the personal data.</p>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	8 (16)

5.5 To Draft Employment Contract that Will Be Concluded if the Job Applicant Is Hired

Elypta processes personal data of the job applicant by collecting information which is necessary to draft an employment contract with them.

The provision of the Job Applicant’s personal data is necessary for Elypta to conclude the employment contract with them for the advertised position. If the Job Applicant does not provide Elypta with their personal data, Elypta will not be able to enter into an employment contract with them.

Categories of personal data:	Legal basis:	Retention period:
<p><u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Social security number.</u></p> <p><u>Employment information</u> such as employment ID, work title (including type of employment and duration of employment) and employee benefits.</p> <p><u>Payment and salary</u> information, such as salary, bank account, and pensions.</p>	<p><u>Performance of a contract</u> as Elypta processes the Job Applicant’s personal data to be able to enter into an employment contract with them.</p>	<p>The personal data will be retained as long as the Job Applicant is employed at Elypta and after that to the extent it is necessary for any of the purposes provided for in the privacy notice which the Job Applicant will receive when entering into an employment contract with Elypta.</p>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	9 (16)

5.6 To Handle Potential Claims Relating to the Recruitment Process (e.g. Discrimination Claims)

Elypta processes Job Applicants' personal data for the purpose of defending any potential discrimination claims if the Job Applicant is not selected as a prospect candidate. The access to these personal data is heavily restricted and may be accessed by authorized persons only in case it is necessary to handle concrete claims relating to the recruitment process.

Categories of personal data:	Legal basis:	Retention period:
<p><u>Contact details</u>, such as name, telephone number, e-mail address and postal address.</p> <p><u>Information about job applications</u>, such as information related to the job application, e.g. curriculum vitae and related documents, grades, competences and test results.</p> <p><u>Interview notes</u> with the Job Applicant.</p> <p><u>Interview notes</u> with the reference person(s).</p>	<p><u>Legitimate interest</u> as Elypta considers that its interests in being able to handle, investigate and defend itself in any claims the Job Applicant may present relating to a recruitment process outweighs their interests or fundamental rights and freedoms requiring protection of personal data.</p>	<p>The Job Applicant's personal data will be stored in archived form for this purpose for 1 year from the conclusion of the recruitment process.</p>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	10 (16)

5.7 Administration in Connection with Mergers and Acquisitions, Restructuring, Liquidation or Bankruptcy Etc.

If Elypta is to be restructured, e.g. divided into several different businesses, or if a third party acquires Elypta or part of the operations, Elypta will disclose Job Applicants’ personal data and that of Job Applicants to the acquiring company. The acquiring company will continue to use Job Applicants’ personal information for the same purposes as those stated in this Privacy Notice unless the Job Applicant is informed otherwise in connection with the disclosure.

Categories of personal data:	Legal basis:	Retention period:
All categories of personal data mentioned in the tables above.	<u>Legitimate interest</u> as Elypta assesses that Elypta’s interest in enabling an acquisition or restructuring process, assuming that the acquiring company carries out similar operations as Elypta, outweighs Job Applicants’ interests or fundamental rights and freedoms requiring protection of personal data.	If Elypta ceases to exist, e.g. through a merger, liquidation or bankruptcy, or if Elypta’s operations or part of it is to be transferred to an acquiring company, Elypta will erase the personal data as long as the retention of such personal data are not required to fulfil any of the other purposes set out above. In such case Job Applicants’ personal data will be processed in accordance with this Privacy Notice.

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	11 (16)

6. From Where Do Elypta Collects Job Applicants' Personal Data

The personal data that Elypta collects about a Job Applicant are mainly personal data collected directly from the Job Applicant. Elypta also collects personal data about them from their references (e.g., prior employers). In addition, Elypta also collect spersonal data online concerning the Job Applicant's professional experience to the extent they have chosen to make this information publicly available (e.g., LinkedIn or other business and employment-focused websites).

Elypta will collect information which is necessary to draft an employment contract with the Job Applicant. The provision of the Job Applicant's personal data is necessary for Eltpta to conclude the employment contract with them for the advertised position. If the Job Applicant does not provide Elypta with their personal data, Elypta will not be able to enter into an employment contract with them.

7. Automated Decision-Making

Elypta does not use processes for automatic decision-making.

8. Retention of Personal Data

Elypta will only retain Job Applicants' personal data for as long as it is needed for the purposes Elypta collected the personal data and as described in this Privacy Notice. When Elypta no longer needs Job Applicants' personal data, Elypta will remove the personal data from Elypta's systems and databases, including any back-ups. More specific retention periods are provided in the tables above in Section 5, under the heading "Retention period" for each purpose.

9. With Whom Does Elypta Share Job Applicants' Personal Data?

Elypta shares Job Applicants' personal data with reliable external parties, such as to IT providers and recruitment agencies with whom Elypta interacts to conduct hiring.

Elypta may also need to disclose personal data at the request of public authorities (such as judicial courts, and regulatory agencies) or to other parties in the context of court proceedings, mergers and acquisitions, or similar. In the tables below, the Job Applicant will find information about which external parties Elypta may disclose personal data to and which categories of personal data will be disclosed in such case.

Elypta may share Job Applicants' personal data with:	Categories of personal data shared:
Microsoft [Primary data storage]	All the categories of personal data named in this Privacy Notice.
Typeform [Spontaneous applications management]	<u>Contact details</u> , such as name, telephone number, e-mail address and postal address. <u>Information about job applications</u> , such as information related to the job application, e.g. curriculum vitae and related documents, grades, competences and test results. <u>LinkedIn profile</u>

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	12 (16)

Elypta will not sell Job Applicants' personal data to any third party.

10. Where Does Elypta Process Job Applicants' Personal Data?

Elypta aims to always process Job Applicants' personal data in the EU/EEA. In some circumstances, Elypta may need to transfer Job Applicants' personal data to a country outside of the EU/EEA ("Third Country"). In case Job Applicants' personal data are transferred to a Third Country, Elypta will ensure that Job Applicants' personal data will continue to be subject to an essentially equivalent level of protection as in the EU/EEA.

Elypta may transfer Job Applicants' personal data to recipients in the United Kingdom which is subject to EU Commission's adequacy decision. This means that the EU Commission has assessed that the level of data protection in this country is essentially equivalent to that of the EU/EEA and that it is therefore possible to transfer personal data to such country without additional safeguards.

Elypta does not transfer personal data to a Third Country which is not subject to an adequacy decision.

The Job Applicant should contact Elypta for more information about the legal basis for a specific transfer or if they want to receive a copy of the relevant transfer mechanism or information about the security measures taken in the context of the transfer. The contact details are provided in the end of this Privacy Notice.

11. Job Applicants' Rights

11.1 Elypta's Responsibility for Job Applicants' Rights

Elypta is in its capacity of data controller responsible for ensuring that the Job Applicant can effectively exercise Job Applicants' rights and that Job Applicants' personal data are processed in accordance with applicable legislation. The Job Applicant may at any time contact Elypta if they wish to exercise Job Applicants' rights. Job Applicants will find Elypta's contact details at the end of this Privacy Notice.

Elypta is responsible for responding to Job Applicants' request to exercise Job Applicants' rights within one month from Elypta's receipt of Job Applicants' request. Elypta is entitled to extend this period by two months when necessary, taking into account the complexity of Job Applicants' request or if Elypta has received a large number of requests. Elypta will inform the Job Applicant of any such extension within one month of receipt of Job Applicant's request, together with the reasons for the delay and information about Job Applicant's right to lodge a complaint with a supervisory authority and to seek a judicial remedy.

All information and communication, and all actions Elypta carries out, is at no cost for the Job Applicant. However, if the action the Job Applicant requests is manifestly unfounded or excessive, Elypta is entitled to charge the Job Applicant an administrative fee to provide the Job Applicant with the requested information or carry out the requested action or refuse to meet Job Applicants' request.

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	13 (16)

11.2 Job Applicants' Right to Access, Rectification, Erasure and Restriction of Processing

The Job Applicant has the right to request:

- a. Access to the Job Applicant's personal data. This means that the Job Applicant has the right to request access to personal data that Elypta holds about them. The Job Applicant also has the right to be provided, at no cost, with information about which personal data Elypta is processing about them. Elypta has the right to charge a reasonable administration fee if the Job Applicant requests further copies. If the Job Applicant makes a request by electronic means, e.g. via email, Elypta will provide them with the information in commonly used electronic format. The Job Applicant can use the form provided in the Appendix of this Privacy Notice to expedite the process.
- b. Rectification of the Job Applicant's personal data. Elypta will at the Job Applicant's request, or at Elypta's own initiative, rectify, anonymise, delete or complete personal data that the Job Applicant or Elypta discovers is inaccurate, incomplete or misleading. The Job Applicant also has the right to complete the personal data with additional data if relevant information is missing. The Job Applicant can use the form provided in the Appendix of this Privacy Notice to expedite the process.
- c. Erasure of the Job Applicant's personal data. The Job Applicant has the right to request that Elypta erases Job Applicants' personal data if they no longer have an compelling reason for processing the data. Compelling reasons for continuously processing the data are if the processing is necessary:
 - i) for the right of freedom of expression and information;
 - ii) in order for Elypta to comply with a legal obligation;
 - iii) for reasons of public interests in the area of public health;
 - iv) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes; or
 - v) for the establishment, exercise or defence of legal claims.

The Job Applicant's personal data will be erased if none of the circumstances above are applicable and if:

- vi) the personal data are no longer necessary for the purposes for which it was collected;
- vii) Elypta processes Job Applicants' personal data based on Job Applicants' consent, and the Job Applicant withdraws their consent;
- viii) the Job Applicant objects to the processing of their personal data which is based on a legitimate interest assessment and Elypta has no compelling interest that overrides the Job Applicant's interests or rights and freedoms;
- ix) Elypta has processed the personal data unlawfully;
- x) Elypta is required to erase the personal data due to a legal obligation; or
- xi) The Job Applicant is a child and Elypta has collected Job Applicants' personal data in relation to the offer of information society services.

However, there might be requirements under applicable legislation, or other compelling reasons, that prevents Elypta from immediately erasing Job Applicants' personal data. In

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	14 (16)

such case, Elypta will stop using the Job Applicant’s personal data for any other reasons than to comply with the applicable legislation, or the relevant compelling reason.

The Job Applicant can use the form provided in the Appendix of this Privacy Notice to expedite the process.

- d. **Right to restrict processing.** This means that Elypta temporarily restricts the processing of the Job Applicant’s personal data and that Elypta must inform the Job Applicant before the restriction of processing is lifted. The Job Applicant has the right to request restriction of the processing when:
- i) The Job Applicant has requested rectification of their personal data in accordance with section 11.2 b) above, during the period of time Elypta is verifying the accuracy of the data;
 - ii) the processing is unlawful and the Job Applicant does not want the personal data to be erased;
 - iii) Elypta, in its capacity as data controller, does no longer need the personal data for the purposes for which it was collected, but the Job Applicant requires Elypta to retain the information for the establishment, exercise or defence of a legal claim; or
 - iv) The Job Applicant has objected to processing based on Elypta’s legitimate interest in accordance with section 11.3 below, during the time Elypta determines whether Elypta’s legitimate interest overrides the Job Applicant’s interests, rights or freedoms.

Elypta will take all reasonable and possible actions to notify any recipients of Job Applicants’ personal data regarding any rectification, erasure or restrictions carried out by Elypta in accordance with this section 11.2. At the Job Applicant’s request, Elypta will also inform the Job Applicant of which third parties Elypta has shared their personal data with. The Job Applicant can use the form provided in the Appendix of this Privacy Notice to expedite the process.

11.3 Job Applicants’ Right to Object to the Processing

The Job Applicant has the right to object to the processing of their personal data when such processing is based upon legitimate interest as the legal basis (see section 5). If the Job Applicant objects to such processing, Elypta will only continue with the processing if Elypta has a compelling reason for doing so that override Job Applicant’s interests, rights and freedoms, or if the processing is necessary for the establishment, exercise or defence of a legal claim.

11.4 Job Applicants’ Right to Withdraw Job Applicants’ Consent

If Elypta processes Job Applicants’ personal data based on Job Applicants’ consent as the legal basis, the Job Applicant always has the right to withdraw their consent. The Job Applicant can do this at any time by contacting Elypta. Elypta’s contact details are found in the end of this Privacy Notice.

11.5 Job Applicants’ Right to Data Portability

The Job Applicant has right to data portability when Elypta processes Job Applicants’ personal data on the basis of consent or performance of contract and when the processing is carried out by automated means.

Document	Document id.	Stage	Page
Privacy Notice - Job Applicants	GR-1346-2	Published	15 (16)

The right to data portability entails that the Job Applicant has the right to receive the personal data concerning themselves, which the Job Applicant has provided to Elypta, in a structured, commonly used and machine-readable format. The Job Applicant also has the right to have the data directly transmitted from Elypta to another controller, when technically feasible. The Job Applicant can use the form provided in the Appendix of this Privacy Notice to expedite the process.

11.6 Job Applicants' Right to Lodge a Complaint with the Supervisory Authority

The Job Applicant has the right to lodge a complaint with the Swedish Authority for Privacy Protection (Sw. *Integritetsskyddsmyndigheten, IMY*) if they are not satisfied with Elypta's processing of Job Applicants' personal data. Please find the contact details down below:

E-mail: imy@imy.se

Website: www.imy.se

12. Elypta Protects Job Applicants' Personal Data

Elypta wants its Job Applicants to feel safe when providing Elypta with Job Applicants' personal data. Therefore, Elypta has implemented appropriate security measures to protect Job Applicants' personal data against unauthorized access, alteration and erasure. In the case of security breach that may significantly affect the Job Applicant or Job Applicants' personal data, e.g. when there is a risk of fraud or identity theft, Elypta will contact the Job Applicant and inform her/him of what they can do to reduce the risk.

13. Amendments to this Privacy Notice

Elypta has the right to amend this Privacy Notice at any time. The latest version will always be available on Elypta's website.

When Elypta makes changes that are not purely linguistic or editorial, all Job Applicants will be notified of the changes within a reasonable time prior to the changes taking effect. If the Job Applicant does not agree to the changes, they have the right to object to the processing before the changes take effect.

14. Contact Information

Job Applicants should not hesitate to contact Elypta if they have any questions regarding this Privacy Notice, Elypta's processing of Job Applicants' personal data, or if they want to exercise Job Applicants' rights, in which case they can submit a data subject access request as provided in the Appendix of this Privacy Notice to expedite the process.

E-mail: dpo@elypta.com

Webpage: www.elypta.com

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