



# OMINO BUSINESS PSYCHOLOGY ADVISORS

## PRIVACY NOTICE

You have been asked to participate in a Development or Selection project by your employer, which will be conducted by Omino Business Psychology Advisors. This form provides you with important information on how we process your personal data.

### WHO IS OMINO BUSINESS PSYCHOLOGY ADVISORS?

Omino delivers assessment and management services for leaders, management teams, and boards using business psychology. We value your privacy and we are in legal terms considered a data controller. This means that we have the overall responsibility to process your personal data in accordance with applicable data protection regulation, amongst other, the General Data Protection Regulation ("GDPR"). Should you have any questions or concerns regarding the processing of your personal data, please do not hesitate to contact us:

Omino Business Psychology Advisors AB  
Vasagatan 7  
111 20 Stockholm, Sweden  
+46 733 40 94 92

### HOW WILL OMINO COLLECT PERSONAL DATA?

We may obtain personal data from you directly (e.g. through your participation in interviews and questionnaires) or from other sources (e.g. personal data supplied by your employer, publicly available information such as your LinkedIn profile), or from other third parties (such as references obtained from a previous employer).

### WHAT INFORMATION IS COLLECTED AND WHY?

Depending on the nature of the project the personal data Omino collects may vary. However, it is likely to include name, contact information, address, telephone number, e-mail address, employment history, degree(s), credentials, languages, qualifications and skills, confirmation and verification of such information, interview notes, references, responses to surveys or questionnaires, and a record of our contacts with the participant. Based on this information we will be able to create a Development or Selection assessment of you. Although we might use automatic means to gather your personal data, decision-making will always be done by an Omino employee. Omino uses this information to assess your career progression and talent development and help you and your employer take informed decisions in regard to selection, recruitment, development or organizational change. Omino also use the information it collects in an anonymized, aggregated form that does not identify you or any other person for its own

research and quality assurance purposes. The legal basis for these processing activities is the consent you give us, which you of course can revoke whenever you want.

### **WILL OMINO COLLECT ANY SENSITIVE PERSONAL DATA?**

Certain types of personal information are considered "sensitive" under applicable data protection laws and are subject to heightened protections. For example, personal data about an individual's race or ethnic origin, sex life or sexual orientation, and physical or mental health are considered sensitive. Omino will not collect or process such sensitive personal data. However, some of our vendors and providers of surveys or questionnaires might include questions that are considered sensitive. We kindly ask you to not provide any answers to such questions. Should you provide us sensitive personal data, we will immediately delete it.

### **WHO HAS ACCESS TO YOUR INFORMATION?**

Your information is confidential and is used by Omino only to provide services to you and your current/future employer. When an assessment of you is conducted in the context of a potential merger, acquisition or investment in a business, your information may also be provided by your employer (or, if so instructed by your employer, by Omino) to potential co-investors and advisors to your employer. When an assessment of you is conducted in the context of a selection processes, the final report is shared with your future employer before you receive it, but you will receive it without any censorship as soon as the process is finalized, and you always will have had the possibility to review the raw material (interview and data) before such report is finalized. We do not sell your information to any third parties. However, we use third party vendors to help us administer and store data. All third-party vendors are subject to strict confidentiality requirements through a data processing agreement and are authorized by us to process information only to perform services on our behalf or to comply with legal requirements. We may also disclose your information if we are compelled to do so by applicable law.

### **WHERE WILL WE TRANSFER YOUR INFORMATION?**

Due to our global presence, Omino's computer networks on which your information may be maintained, and the recipients discussed above, may be located worldwide, including in countries that may not have privacy laws as protective as the laws in your country, state, province or other governmental jurisdiction. Any transfer to such countries is done in accordance with applicable data protection laws and only to countries that provide adequate level of protection according to the Commission of the EU, or that the supplier or partner has provided appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for data subjects are available.

## **YOUR RIGHTS**

According to the GDPR you have the right to:

- (i) Request information about what personal data we are processing about you and request a copy of these records (right of access);
- (ii) To get inaccurate or incomplete personal data corrected and in some cases request us to delete your personal information;
- (iii) Receive personal data concerning you transferred to an another data controller (right to data portability);
- (iv) Right to, whenever you want, withdraw your consent;
- (v) To oppose the processing of certain personal data and request that the processing of personal data be restricted; and
- (vi) To lodge a complaint with a supervisory authority.

Please contact Omino on the contact details provided in this privacy notice if you wish to exercise your rights.

## **HOW LONG DO YOU KEEP MY INFORMATION?**

Omino will maintain records containing your personal information until you revoke your consent but no longer than three years from collecting the personal data.