

Docly's policy regarding personal data during recruitment

Thank you for applying for a job opportunity at Docly Healthcare AB (called 'Docly') at our Swedish office or at MD International LTD (called 'Docly') at our UK office. We will proceed to process your personal data in accordance with the General Data Protection Regulation (GDPR) and this policy.

What data we will collect and keep about you

We will only save the files you have attached to the e-mail, including your resume and your personal letter. We have no other lists or registers with your personal data.

Reason we are keeping the personal data (legal basis)

We are keeping your personal data on the legal basis that processing is necessary for the performance of a contract to which you are a party or in order to take steps at the request of you prior to entering into a contract. In this case, the contract is a possible employee contract.

Disclosing your personal data, transfer to third parties and security

We will disclose your personal data to the appropriate personnel of Docly, e.g. the team lead, HR, or the CEO. Your resume will be saved in Google Drive and only be authorised to be viewed by appropriate personnel. Please see Google Drive's terms of use and their privacy policy for further information about how your personal data is handled, shared and securely stored: <https://support.google.com/drive/answer/2450387?hl=en>. We will also disclose your personal data to meet any applicable law, regulation, legal process, or enforceable governmental request.

How long we will keep the personal data

We will keep your personal data for two years after the job opportunity has been appointed in order to comply with applicable law and regulations. If you are hired, we will keep your resume in accordance with the privacy policy attached to your employment contract.

Right to lodge a complaint

You have a right at any point to contact our data protection officer at dpo@docly.com about how your personal data is handled and what your rights are. If you are unhappy with how we at Docly are handling your personal data, you have a right to lodge a complaint to the applicable supervisory authority. Please see the applicable supervisory authority's webpage for further information on how to lodge a complaint.