

## DATA PROTECTION POLICY

This data protection policy applies to personal data that is processed by Advokatfirmaet BAHR AS (in the following referred to as “BAHR” or “we”) in connection with recruitment for temporary and permanent positions at BAHR.

BAHR is concerned with your privacy and processes personal data in accordance with the current and applicable data protection legislation, including the EU’s General Data Protection regulation. This data protection statement e.g. contains information about how BAHR processes your personal data and your rights.

### 1. Data processor

Advokatfirmaet BAHR AS, represented by the general manager, is responsible for the processing of your personal data. BAHR’s contact information is:

- Address: Tjuvholmen allé 16, 0252 Oslo
- E-mail: [post@bahr.no](mailto:post@bahr.no)
- Telephone: +47 21 00 00 50
- Business registration number: 919 513 063

If you have any questions concerning BAHR’s processing of personal data, contact BAHR’s HR department ([hr@bahr.no](mailto:hr@bahr.no)).

### 2. What do we use the personal data for?

In order to consider your job application, BAHR needs to process certain personal data about you. Your personal data will be used to assess whether you have the qualifications required and are otherwise suited to the position in question, and to communicate with you during the recruitment process.

If your application is rejected, we will keep the information you provided during the application process in order to contact you if positions that we believe may be relevant to you become available at a later date.

We will not use your personal data for any other purposes.

### 3. What personal data do we process?

The personal data that we will collect and process is information provided in your application, CV, your diploma(s) and potential references from previous employers. This applicant information typically includes information about your personality, motivation and skills, as well as information related to your education and work experience.

We may prepare internal notes in connection with job interviews. We will only note information that we consider to be relevant to our assessment of whether you are suited for the position in question or another position with us. In an interview, we will focus both on your professional and personal competence.

We may also prepare internal notes from conversations with listed references. The information we will collect and store in this connection typically comprises information about your work with

previous employers, including information about your work duties, performance, your appearance and reason for leaving your previous job.

#### **4. Where do we get the personal data from?**

The personal data may come from you directly if you submit an application via e-mail, through our website, from applications obtained during the universities' job fair days, or via a recruitment agency if you applied via this.

The information may also come from your listed reference(s) if you made it to the point in the recruitment process where references are contacted by BAHR.

We may also search for information about you from publically available sources that are relevant to the position in question.

#### **5. Basis for processing**

The basis for processing the information that BAHR collects for recruitment purposes is your job application and that the processing is necessary in order to be able to enter into a potential agreement for permanent or temporary employment. If your application is rejected, our further storage is justified in BAHR's legitimate interest in being able to contact previous applicants if we find a position that may be relevant

#### **6. Who do we share your personal data with?**

##### **6.1 BAHR employees**

BAHR has strict internal routines for access control, and your personal data will only be shared with BAHR employees who are involved in the recruitment process.

##### **6.2 Data processors**

BAHR will only share your personal data with third parties if they provide BAHR with services within operation, maintenance and other technical solutions, or otherwise assist with the recruitment process (e.g. recruitment agency). To secure your rights, we have entered into data processing agreements with them, which e.g. entail that your personal data cannot be used for any purposes other than what we have agreed with you.

We will not share your personal data with third parties that are located outside the EEA.

##### **6.3 Other third parties**

BAHR will not share your personal data with others unless we have a lawful basis for such disclosure. Examples of a lawful basis are if you have given your consent, because the disclosure is necessary to fulfil an agreement to which you are a party or in order to enter into an agreement with you, or because we are required by law to disclose information.

For example, this would be the case if you applied for the position as Corporate Legal Intern. In these cases, we may share your application documents with our current partners for this arrangement. The disclosure will then be based on your consent.

## **7. Your rights**

You have the right, with certain reservations, to demand access to, correction or deletion of the personal data we process about you. You also have the right to demand restricted processing, to raise an objection to the processing and demand the right to data portability, if certain conditions are present. You can read more about the content of these rights on the Norwegian Data Protection Authority's website: [www.datatilsynet.no](http://www.datatilsynet.no).

If our basis for processing is your consent, you can revoke this at any time by contacting BAHR's HR department at [hr@bahr.no](mailto:hr@bahr.no). You can also change / delete the personal data we on you through your profile in HR Manager at any time. Username and password to your profile will be sent by email when your application is registered in the system

If you believe that our processing of personal data does not comply with the content of this data protection statement or that the processing is in violation of the data protection legislation, you can submit a complaint to the Norwegian Data Protection Authority. You can find information about how to contact the Norwegian Data Protection Authority on their website: [www.datatilsynet.no](http://www.datatilsynet.no).

## **8. When do we delete your personal data?**

BAHR retains your application and any other information you have provided us until the recruitment process is completed and for a subsequent period as long as we consider your application relevant to us, but under no circumstances beyond 24 months.

We will also automatically delete your personal data if you withdraw the application before the recruitment process has been concluded..

We also will not delete your personal data if this is necessary in order for BAHR to determine, assert or defend legal claims, or if we are legally bound to retain personal information.

If an agreement relating to a temporary or permanent position in BAHR is entered into, we will store your personal data in accordance with BAHR's guidelines for employees. This will be made available to you upon entering into the agreement.

## **9. Measures to safeguard your personal data**

BAHR is concerned with ensuring that unauthorised persons do not gain access to your personal data. BAHR therefore uses several forms of security technology that provide good protection against unauthorised access to or abuse of your personal data.

## **10. Changes**

If there are any changes to our processing of your personal data or regulatory amendments relating to the processing of personal data, an updated data protection statement will be published on our website.