



# Recruitment Privacy Notice

March 26, 2026

Contact: [dataprotection@kognity.com](mailto:dataprotection@kognity.com)

## 1. Introduction

If you are applying for or interviewing for a role with Kognity, this section explains how we process your personal data during the recruitment process.

As used in this notice, “**Kognity**”, “**we**”, “**us**”, or “**our**” refers to Kognity AB (Reg. No. 559023–5080) and its affiliated entities. Kognity is the data controller for the processing described in this notice.

This Recruitment Privacy Notice applies to personal data collected through:

- our careers pages and websites
- our Applicant Tracking System (“**ATS**”), such as Ashby
- communication via email
- third-party platforms (e.g., LinkedIn)

We may update this notice from time to time. Any material changes shall be communicated where required by applicable law.

## 2. How we process your personal data

Below you can see what personal data we process, why we process it, and the legal basis we rely on.

<b>Categories of personal data</b>	<ul style="list-style-type: none"><li>• Information you provide to us, such as your name, contact details, CV, cover letter, employment history, education, and work samples</li><li>• Information generated during the recruitment process, such as interview notes, assessments, and feedback</li><li>• Information from third parties, such as LinkedIn profiles, references (where applicable), and recruiter submissions</li></ul>
<b>Purpose(s)</b>	<ul style="list-style-type: none"><li>• To manage and administer the recruitment process</li><li>• To assess your qualifications and suitability for the role</li><li>• To communicate with you during the recruitment process</li><li>• To improve our recruitment processes</li><li>• To comply with legal obligations and defend legal claims</li></ul>
<b>Legal basis</b>	<ul style="list-style-type: none"><li>• Our legitimate interest in managing and improving our recruitment processes and identifying suitable candidates</li><li>• Your consent, where applicable (e.g., for inclusion in talent</li></ul>

#### Sensitive personal data

- pools or certain background checks)
- Compliance with legal obligations

We do not intentionally collect special category data (such as information about your health, ethnicity, or religion).

If you choose to provide such information:

- we will not use it in our decision-making, and
- we will delete or anonymise it where possible

### 3. How long we keep your personal data

We keep your personal data only for as long as necessary for the purposes described above.

#### Active recruitment

For the duration of the process

#### Unsuccessful candidates

- Up to 30 days after our last contact, or
- Up to 12 months if you have given consent to be considered for future roles

#### Successful candidates

Your data will become part of your employee records

#### Legal purposes

Where required to comply with legal obligations or defend claims

*We use automated deletion and regular reviews to ensure your data is not kept longer than necessary.*

### 4. How we share your personal data

We share your data only where necessary to manage and support the recruitment process.

#### Other companies within the Kognity group

- Kognity AB
- Kognity USA, Inc.
- Kognity UK Ltd.

#### Service providers

- Our ATS
- recruitment partners
- Assessment providers
- IT and hosting providers

#### Other third parties

- Background check providers (where applicable)
- Legal advisors or authorities when required

All third parties are required to protect your personal data in accordance with applicable data protection laws.



## 5. International transfers

Your personal data may be processed outside the EU/EEA.

**When we transfer personal data internationally, we ensure appropriate safeguards are in place**

- Adequacy decisions
- Standard contractual clauses (“**SCC**”)
- Additional technical and organisational measures

## 6. How we protect your personal data

We take appropriate technical and organisational measures to protect your personal data, including:

- Access controls
- Encryption
- Secure systems and platforms
- Monitoring and logging
- Staff training
- Incident response procedures

## 7. Use of AI in recruitment

We may use AI-assisted tools to support parts of our recruitment process.

**How we use AI**

AI may be used to:

- organise and structure applications
- support initial screening
- assist with scheduling and communication

**What we do not do**

We do not:

- make fully automated hiring decisions without human involvement
- use sensitive personal data for AI-based decisions
- use AI systems that cannot be explained or reviewed

**Human involvement**

All recruitment decisions are made by human involvement. AI tools are only used to support, not replace, human judgment. This means that decisions about your application are never made solely by automated systems

**Transparency**

If AI tools are used in your application process, we will:

- inform you about when and how such tools are used in your application process
- explain how they are used upon request



## 8. Your rights

**You have the right to:**

- access your personal data
- correct inaccurate data
- request deletion of your data
- restrict processing
- object to processing based on legitimate interest
- receive your data in a portable format
- withdraw consent where applicable

To exercise your rights, contact: [dataprotection@kognity.com](mailto:dataprotection@kognity.com)