



## Raincode Privacy Policy

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### **At Raincode, your privacy matters to us.**

We are committed to protecting your personal data and ensuring transparency in how we handle it. This privacy policy (the “Policy”) outlines how we collect, use, and safeguard your personal data. It also explains your rights regarding your data and how you can exercise them. Please take a moment to review this Policy carefully.

### **1. What is “Personal Data” and How Do We Process It?**

#### **Personal Data**

Personal data refers to any information that can identify you, directly or indirectly, as an individual. This includes your name, contact information, and any other data that can be linked to you as a person. Whether you’re an employee, client, supplier, or visitor, your data is considered personal if it can be connected back to you.

#### **Processing**

Processing involves any action performed on personal data, whether through automated systems or manually. This includes activities like collecting, recording, storing, and deleting your personal data.

#### **1.1 Who is Responsible for Your Personal Data?**

Raincode Sweden AB, located at Alviksvägen 43, 167 53 Bromma, Sverige, is responsible for processing your personal data. As the data controller, Raincode ensures that your personal data is handled in compliance with applicable data protection laws.

## **2. Overview**

### **Why We Need Your Personal Data**

As a company, we process your personal data for several essential functions:

- **Recruitment** – To find and hire the best talent, manage your application process, and, if applicable, create and maintain an employment relationship.
- **Business Operations** – To facilitate client meetings, manage projects, schedule tasks, and compile necessary reports.



- **Communication** – To correspond with you for various business reasons.
- **Security** – To secure our premises and IT systems.
- **Event Management** – To organize and manage events effectively, including handling communications before, during, and after the event.

For more detailed information, please refer to section 3, "Why We Process Your Personal Data."

### **How We Share Your Data**

We may need to share your personal data with third parties such as government bodies, service providers, or other entities we work with. For more information on data sharing, see section 5.

### **Data Retention**

Your personal data is stored only as long as necessary to fulfill the purposes for which it was collected. After that, your data will be securely deleted or anonymized. For details on our retention policy, please see section 5.2.

### **Your Rights**

You have several rights concerning your personal data, including the right to access, correct, or delete your data. For more information on your rights and how to exercise them, please see section 5.3.

## **3. Why We Process Your Personal Data**

### **3.1 Personal Data Processed During Recruitment**

#### **Purpose**

We process personal data to facilitate the recruitment process, from receiving and reviewing applications to contacting candidates and, where applicable, forming an employment contract.

#### **Legal Basis**



The processing of personal data during recruitment is necessary for entering into an employment contract with you. It also serves Raincode's legitimate interest in managing and improving our recruitment process.

### **3.2 Personal Data Processed for Raincode Events**

#### **Purpose**

Your personal data may be processed to manage and organize events hosted by Raincode, including communication with participants and suppliers.

#### **Legal Basis**

The legal basis for processing your data in relation to events is Raincode's legitimate interest in organizing and administering such events.

### **3.3 Personal Data Processed for Social Media Presence**

#### **Purpose**

Raincode uses social media to engage with clients, prospective employees, and other stakeholders. We process personal data to showcase our values, culture, and work environment through posts on social media platforms.

#### **Legal Basis**

Your personal data is processed based on Raincode's legitimate interest in promoting our culture and engaging with our network on social media.

### **3.4 Personal Data Processed for Client Assignments**

#### **Purpose**

We process personal data to deliver our services to clients, ensuring effective communication, invoicing, and project management.

#### **Legal Basis**

The processing is necessary for fulfilling client agreements and for Raincode's legitimate interest in maintaining client relationships.



### **3.5 Personal Data Processed for Client Relationship Management**

#### **Purpose**

Personal data is processed to manage relationships with our clients, including maintaining communication and executing client agreements.

#### **Legal Basis**

The processing is based on Raincode's legitimate interest in managing and nurturing client relationships.

### **3.6 Personal Data Processed for Supplier Relationship Management**

#### **Purpose**

We process personal data to handle relationships with our suppliers, including contract management and communication.

#### **Legal Basis**

This processing is necessary for Raincode's legitimate interest in maintaining supplier relationships.

### **3.7 Personal Data Processed for Legal Compliance**

#### **Purpose**

Raincode may process your personal data to comply with legal obligations, such as tax or regulatory requirements.

#### **Legal Basis**

This processing is necessary for Raincode to fulfill its legal obligations.

### **3.8 Personal Data Processed for Internal Investigations**

#### **Purpose**

We may process personal data to conduct internal investigations into potential legal violations or security breaches.

#### **Legal Basis**



This processing is based on Raincode's legitimate interest in protecting the company from legal risks and ensuring compliance with laws.

### **3.9 Personal Data Processed for Legal Claims**

#### **Purpose**

We process personal data to establish, exercise, or defend legal claims.

#### **Legal Basis**

This processing is necessary for Raincode's legitimate interest in protecting its legal rights.

## **4. Sources of Personal Data**

We primarily collect personal data directly from you, whether through job applications, email communications, or other interactions. We may also obtain personal data from third parties, such as social media platforms or recruitment agencies.

## **5. Sharing Your Personal Data**

### **5.1 Safeguarding Your Personal Data**

Raincode uses both digital and physical security measures to protect your personal data from unauthorized access or misuse. Only those who need access to your data to fulfill their job responsibilities are granted access.

### **5.2 Retention of Your Personal Data**

We retain your personal data only as long as necessary to achieve the purposes outlined in this policy. After that, the data will be securely deleted or anonymized.

### **5.3 Your Rights**

You have the right to request access to your personal data, correct inaccuracies, or request the deletion of your data. You can also object to certain types of processing or request a copy of your data in a machine-readable format.



## **5.4 How to Exercise Your Rights**

If you wish to exercise any of your rights, please contact Raincode's data privacy team at [info@raincode.tech](mailto:info@raincode.tech).