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INGKA GROUP PRIVACY NOTICE FOR RECRUITMENT

The security of your personal data is very important to Ingka Group (i.e the companies owned by Ingka Holding B.V, hereinafter referred to as "we" or "us"). This Privacy Notice tells you about how we collect, use and keep your personal information secure. We encourage you to read this Privacy Notice carefully and if you have any questions or concerns about how Ingka Group uses your personal data, please contact hrcse@ingka.ikea.com and we will try to address your concerns. However, please keep in mind that contacts provided in this Privacy Notice will not be able to answer to any questions related to your job application.

For the purposes of applicable data protection legislation, the data controller of your employment-related personal data will, unless otherwise advised, be the Ingka Group legal entity in Sweden recruiting for the specific position for which you apply. You find a list of all recruiting Swedish legal entities in the end of this document.

Scope of this Privacy Notice

This Privacy Notice applies to all personal data provided by you in your candidate profile and job application(s) (including personal data that you choose to import to your application from social media such as LinkedIn, Facebook or Google+ etc.,), data you voluntarily submit through a candidate experience survey, and any subsequent information supplied by you in connection with your application and any information obtained from third parties such as prior employers, other references, and other sources where we are entitled to collect that data as well as any notes taken by the Data Controller during the application process.

How will we use your data?

Your personal data will be used by the Data Controller to assess your application, verify your information and, if required for a specific position, conduct background checks and collect feedback from references. We will also use your information to handle the necessary contacts with you. If you apply for a job, the Data Controller will also see any job alerts that you have created and may contact you about other positions that fit your interest. If you do not want to be contacted by Ingka Group recruiters, you can always choose to delete the job alert. If you are offered a position, your information may also be transferred to the Data Controller's HR systems for employment administration purposes.

Even if you are not offered the position you applied for, you may still be an interesting candidate to Ingka Group. In such case, we will ask you for consent to keep your application in our talent data base for the purpose of evaluating you for other positions within Ingka Group. We will only store your application in the talent database if you explicitly consent hereto and your application will be kept during a period of six months thereafter. Two weeks before the expiry of the six months period you will receive an email from us asking you to confirm that you want to remain in the talent database. If you do not confirm this within 2 weeks from receiving the email your candidate profile and application will be removed from the talent data base. The talent database is administrated by Ingka Services AB, who is the data controller for the processing of your personal data therein.

Ingka Group collects information about all applicants' gender and age, solely for statistical and/or legal reporting purposes. This data will never be used in the assessment of your application.

If you reach certain steps in the recruitment process, we may use your email address to send you an invitation to complete a candidate experience survey. The purpose of the survey is to get feedback about our recruitment process so that, whenever possible, we can improve the process. The survey is voluntary, and the information collected in the survey is treated confidentially and deleted along with your application data 12 months after the position you have applied for is filled.

Who has access to your data?

The centralised recruitment teams in Sweden will have access to your personal data. The local

People & Culture team and the Recruiting Manager(s) at the INGKA company in Sweden you apply for can also see your personal data. Your personal data will be used solely for the purpose of assessing your application.

The Avature recruitment platform is operated by Avature and your personal data is stored in Germany or the Netherlands unless you apply for a position with a Russian or Chinese Ingka Group entity in which case your personal data will be stored in Russia or China respectively.

Legal ground for processing

Since you have voluntarily sent your job application to us we have a legitimate interest to process your application for the purpose of assessing you for the specific position for which you have applied and to take the measures necessary to administrate the recruitment process. We will not assess you for any other position within Ingka Group unless you have explicitly consented thereto. If you choose to participate in our candidate experience survey, the legal ground for processing of that personal data is our legitimate interest to review the feedback you have provided.

Data access, correction or removal

After you have provided us with the personal data necessary to create your profile and/or complete your application, you will be able to change or delete this information at any time. It is important that you provide us with the most up to date personal information in order for us to be able to make a correct assessment of your application. If you would like to obtain a copy of your personal data, you can do this by contacting hrcscse@ingka.ikea.com.

How long will we keep your data?

In order to make it easier for you to apply several times for positions with Ingka Group, the Data Controller keeps your profile (i.e. your name, contact details, the journal of your interactions with the Data Controller and your CV if you have chosen to attach it to your profile) during a period of 12 months from your latest log-in to the system. You will receive a notice to your email address two weeks before your profile will expire and if you want to keep it you just need to log-in to the system again and your profile will be renewed for another 12 months.

Your application and all personal data connected thereto will be kept by the Data Controller until the position(s) for which you applied has been filled and during a period of 24 months thereafter. The reason for keeping the data after the position has been filled is to be able protect Ingka Group's interests in the event of any claim related to the recruitment process. If you have consented to Ingka Group keeping your application in the talent database, we will keep your profile and application(s) during six months from the date of your consent.

How will we secure your data?

We take the security of your personal data very seriously. We have implemented various strategies, controls, policies and measures to keep your data secure and keep these measures under close review. We protect your data by using encryption techniques and we use other safeguards such as firewalls and password protection. This means that your data is protected and only accessible by Ingka Group employees who need it to carry out their job responsibilities. We also ensure that there are strict physical controls in our buildings which restricts access to your personal data to keep it safe.

Modifications

We may update this Privacy Notice from time to time. If we make significant changes, we will let you know, but please regularly check this Privacy Notice to ensure you are aware of the most updated version.

Complaints

If you are unhappy with the way Ingka Group processes your personal data you can always to complain to your local data protection authority.

Recruiting Ingka Group companies

Each Ingka Group company in Sweden is data controller for the processing of personal data about candidates that apply for positions with that company.

The phone number to all Ingka companies in Sweden is 0476-81 000 and below is additional information about each company:

- IKEA Svenska Försäljnings AB, Box 200, 260 35 Ödåkra, Reg. No. 5560747569
- Ingka AB, Box 700, 34381 Älmhult, Reg. No.556809-9963
- Ingka Procurement AB, Box 700, 343 81 Älmhult, Reg. No.556332-7419
- IKEA Svenska AB, Box 701, 343 81 Älmhult, Reg. No.556329-6044
- IKEA IT AB, Box 803, 25108 Helsingborg, Reg. No.556322-9540
- Ingka Services AB, Älmhultsgatan 2, 205 28 Malmö, Reg. No.556608-1351
- IKEA Retail Services AB, Älmhultsgatan 2, 205 28 Malmö, Reg. No.5566610886
- IKEA Fastigheter AB, Box 700, 343 81 Älmhult, Reg. No.556064-2174
- Ingka Centres Sverige Management AB, Älmhultsgatan 2, 215 86 Malmö, Reg. No.556753-3889
- Ingka Centres Services AB, Älmhultsgatan 2, 215 86 Malmö, Reg. No.5590584719
- Ingka GreenTech AB, Älmhultsgatan 2, 215 86 Malmö, Reg. No.556745-3328

IKEA IT AB, IKEA Retail Services AB and Ingka Services AB have appointed Martin Thulin martin.thulin@ingka.ikea.com as their data protection officer.