



Schedule 2.1b to the DPA: INSTRUCTIONS – REFAPP BACKGROUND CHECKS SERVICE

This schedule constitutes the Customer’s instructions to Talentwise pursuant to Article 28 of the GDPR and applies only to the processing of personal data carried out by Talentwise in its role as data processor within the scope of **ordering and administration** of the Background Checks service.

Purpose	To enable the ordering of background checks for recruitment purposes and the monitoring of the status of such background checks.
Processing activities	Talentwise may only carry out the following processing activities in its role as data processor: <ul style="list-style-type: none">● Receive and structure candidate data provided by the Customer;● Initiate and administer the selected type of check within the Service;● Generate and display status information to the Customer (e.g. “pending”, “completed”, “approved”, “not approved”);● Store and structure order-related data;● Administer user accounts, access rights, and system settings;● Maintain logs for security, operational purposes, and troubleshooting;● Provide support related to the ordering workflow;● Delete personal data in accordance with the Background Checks Service Agreement.
Categories of personal data	Candidates <ul style="list-style-type: none">● Name● Contact details (telephone number, email address)● Personal identity number (where applicable)● Information provided by the Customer when initiating the background check Customer’s users (e.g. recruiters) <ul style="list-style-type: none">● Name● Company and title● Contact details (telephone number, email address)● Profile image● LinkedIn URL● User and authorisation data● Login and activity logs
Categories of data subjects	<ul style="list-style-type: none">● Candidates in the Customer’s recruitment processes● Users at the Customer (administrators, recruiters, etc.)
Retention period	<ul style="list-style-type: none">● Personal data is retained for twenty-four (24) months, unless otherwise specified in the Background Checks Service Agreement.● Logs, technical data, and backups are retained in accordance with Talentwise’s ordinary retention routines.
Limitations	Processing carried out under Talentwise’s publishing licence pursuant to the Swedish Freedom of Expression Act (YGL) (including the investigation, compilation, and publication of the background check report) does not fall within the scope of this schedule and is not governed by this DPA.



Version history

Version	Date	Change	Comment
2025.02	2025-11-01	Revised to align with Refapp's new services and to relocate customer-specific terms to the Main Agreement.	