



## User Agreement

This user agreement between Skillbased Consulting Sweden AB (hereafter "Skillbased") reg. no. 556866-6534, and you as the registered user with access to tools and services provided, defines the rights and obligations of both parties. The purpose of the service and storage of personal data provided by the registered user, is to facilitate matching of professional service contractors to client specific resourcing needs.

This User Agreement may be modified at any time and will be effective immediately upon posting. Substantial changes to the agreement will be notified and may require the user to accept the new terms to continue to use the service.

## Registration

Registration is made through our website [skillbased.se](https://skillbased.se) and the use of the Consultant tool is free of charge for the user. Skillbased will continue to develop or modify the service over time, but without the obligation or guarantee to always have the service available.

By registering as a user, you commit and warrant that any personal information provided is accurate and complete, and that you will use your best effort to update such information to keep it current and relevant. We will use the information you provide in accordance with the Privacy Policy, for the purpose of connecting you as a professional service provider with clients or third parties interested in your services.

## Usage of the Service

The usage of the Service is not exclusive to presenting your profiles or career history to Skillbased clients and could also be used for any purpose the user operates to sell or market your consulting services. It can also be used for recruitment purposes, presenting yourself as a private person.

As a user you can configure your interest, availability, and visibility to professional service consulting assignments or recruitment propositions. With any such configuration you agree to being contacted with offers from Skillbased or third parties using the service for matching.

By registering and agreeing to this User Agreement, you agree to Skillbased using your data for searching and matching purposes. Skillbased will not present you to end clients without your consent and the way you are presented is controlled by you through the profile and application you submit.

When you are matched and accepted by a client for an assignment, the terms and conditions are negotiated and defined in a separate delivery agreement. Skillbased will store this agreement and any relevant data related to the assignment process for legal and commercial purposes, if required to comply to the commercial or accounting legislation.

Skillbased reserves the right to remove any accounts that; use the service maliciously, do not comply to the User Agreement terms to keep the account updated and accurate, are not responding to matching requests, or in any way misuse the service. The user is given 30 days' notice to comply, or else the account and all data contributed by the user will be removed.

As a user you have the right to remove or extract personal data that you have contributed, should you want to discontinue the service. Extracting data contributed by the user should be made on special request through the contact forms at our website or email to [dpo@skillbased.se](mailto:dpo@skillbased.se).



## Development of Service

Skillbased will continue to develop and enhance the basic service over time and as suggested or requested by users or partners. The basic service provides a structured data storage for the users' career history and functions for users to present and share it through customized profiles or CVs. If the service will be discontinued for any reason, users will be given functions to extract the data contributed before the service is closed.

Skillbased reserves the right to transfer the intellectual rights for the system and service to a third party, with the intent to prolong or enhance the basic services provided and intended.

Skillbased has the right to develop and offer optional add-on services or functions for a fee or charge, provided either by Skillbased or a third party, to enhance functions and usability of the service. Such additional services will be optional for the user and not affect the basic service quality or level. Any paid services will be separately contracted with specific commercial service terms.

## Warranty Disclaimer

As a user you are using the service at your own risk and understand that your contributed information may not be reliable enough for the service to operate as intended. Skillbased does not warrant that the service will always be uninterrupted or error free, nor do we guarantee the accuracy of the results produced by the service.

The basic service is provided free of charge and without any warranty or obligation, neither implied nor expressed, and not subject for claims or damages of any kind in the case of service failure.

## Privacy Policy

Skillbased respects your integrity and right to control personal data stored in our database and treat personal data privacy according to the applicable rules and regulations, including the EU Regulation 2016/679 of General Data Protection Regulation (GDPR).

By agreeing to this Privacy Policy, you give consent to the usage of the personal data you have contributed for the purposes and intent described in this policy, to Skillbased and any third party collaborating to provide the service.

Skillbased will collect and store personal data contributed by the service users for the following purposes:

- To enable users to store their career history in a structured database, as a single purpose source that is easy to update and maintain. Users will be able to generate output from the stored data into profiles or curriculum vitae's (CVs), to be presented to clients or recruiters, at their own discretion and not limited to the client requests from Skillbased or its partners.
- The collected data from users will represent a network of skills, competences, experiences, and interests for providing professional services to clients. Skillbased will search and match the network to find suitable candidates for client assignments or recruitment.
- When users are found suitable for an assignment, Skillbased or third parties representing the client interests, will contact the relevant users to confirm their interest to apply for the opening with a customized profile and application.



- Skillbased will use and process the personal data contributed to contact users for matching purposes, to set up professional service contracts, and to administrate ongoing contracts. Skillbased may also contact users to encourage updating of information or keeping it relevant.
- Skillbased will contribute data connected to the users for commercial purposes of screening, matching, and entering consulting agreements. This data will be stored in the system according to rules and regulations applicable to the commercial arrangement and accounting law.

Examples of personal data that will be contributed by the user and stored are e-mail address, name, address, phone number, your employments and project experience descriptions, references, etc.

Skillbased will store the personal data and manage it according to applicable rules and regulations, if the user remains active, agrees to the User Agreement terms, and wants to remain as a user. Users can remove their account and thereby delete all contributed data through a provided function when they are logged in to the service. Before removal of the account, the user has the right to extract its contributed data by special request submitted to Skillbased.

The user is regarded as the controller of data submitted and Skillbased is the data processor.

Data related to the user created by Skillbased in its commercial relationship will remain in the system as is required by relevant regulation and accounting law.

Skillbased has taken necessary technical and organizational measures to protect your personal data from unauthorized access, manipulation, and loss, and will continuously update its security measures as the technology develops in the area.

If you have any questions about how your personal data is processed by Skillbased, please contact the Data Protection Officer at [dpo@skillbased.se](mailto:dpo@skillbased.se).