

Engelska

Faktablad för arbetssökande –
Arbetsförmedlingens register

2013-03

Arbetsförmedlingen's records

When you register yourself at Arbetsförmedlingen, information about you is recorded in our computer system. This information is kept to facilitate the matching of jobseekers and vacancies, and to manage the different labour market programmes.

Who has access to my details?

Parliament has decided that Arbetsförmedlingen may keep records of jobseekers, employers and available work. It is only our staff that may use the information about you, in order to work with and see your case. You decide yourself if your details may be made available to an external person or agency, such as to an employer that has a vacancy.

How long are your records kept?

Your records are removed from the system at the latest three years after your case has been concluded at Arbetsförmedlingen. These details are then, in accordance with the law, filed away for future research, among other purposes.

If you return as a jobseeker, you must register yourself again.

What information is recorded?

- name, personal identity number, address, e-mail address and telephone number
- information on whether you are employed or are a jobseeker
- the work that you are seeking
- the working hours that you are seeking and the geographical area in which you are looking
- your education and work experience
- driving licence and possible access to a car
- notes on what happened in your case.

How is sensitive information handled?

We can only record information about, for example, an illness or a reduced working capacity, if you give your written approval. It is sometimes important for us to have such information in order to give you

the help that you need. There may be a similar need for information about your social situation. Information may have importance for your options for finding work.

Can others access my details?

The information that you provide us is strictly confidential. Consequently, information about you may not be made available to unauthorised persons. However, Arbetsförmedlingen is required to provide information about registered jobseekers to the Swedish Social Insurance Agency (Försäkringskassan) and to the unemployment insurance fund, so that they can make decisions and check benefits, allowances and other forms of support.

Can I see my records?

You have the right to request an extract of your information from our records. You do this in writing to us. The application must have your signature, so you cannot send it by e-mail. You have the right to receive one extract of your records with us per year without this costing you anything.

If you find any information about yourself that is incorrect or incomplete, please inform us at Arbetsförmedlingen.

Call us at 0771-416 416 if you are interested and would like to know more. You can also visit your nearest employment office, or visit us at arbetsformedlingen.se.