

## ELLAB RECRUITMENT TERMS

### **Processing personal data for recruitment**

The purpose of collecting personal information on you during the recruitment process is to evaluate whether you are a qualified candidate for a job within the Ellab Group.

When you apply for a job with us, we receive and process a range of personal information about you. This means that we are the data controller for the personal information we process about you.

During the recruitment process, we process general personal information about you, but we may also process specific personal information. This text provides more information on the data we process on you when you apply for a job with us.

If you have any questions about the personal information we process about you, please contact HR Manager Ellab A/S, Pernille Aagaard at [hr@ellab.com](mailto:hr@ellab.com).

### **When we receive your application**

During the recruitment process, we record the personal data contained in your application, CV and other documents.

This typically involves the following information: Name, address, date of birth, gender, phone number, email address, Civil Registration Number, marital status, education, career history, recommendations/references and work and residence permits.

We apply the General Data Protection Regulation, paragraph 6 (1) (b) as legal basis, because we process the personal information you have submitted to us in order to be employed.

We record the submitted information in our personnel management system.

### **We review the application**

We specifically assess the qualifications of each candidate in relation to the vacant position. Once we have read the applications, we select the candidates for employment interview(s). The candidates who have not been called for an interview are notified thereof.

### **When we have chosen you for an employment interview**

For the employment interview(s), we will gather additional information about you, which we will record for use in the ongoing recruitment process.

We apply the General Data Protection Regulation, paragraph 6 (1) (b) as legal basis, because we process personal information you have personally told us in order to be employed.

### **Information from social media**

When recruiting for positions focusing on customer and partnership relationships, we may be required to search social media, for example, LinkedIn and Facebook.

We apply the legitimate interest rule in Article 6 (1) (f) of the General Data Protection Regulation as the legal basis for obtaining information on candidates from social media. We do this to assess whether you have a profile that fits that of the company's and that of the specific position.

### **Information from personality tests**

When recruiting for some positions, the company conducts personality tests. We always assess whether it is relevant to the position in question. The purpose of the test is to evaluate your skills and qualifications as a potential employee, and to assess whether your profile fits that of the company and the specific position.

In accordance with Article 6 (1) (a) of the General Data Protection Regulation, we use your consent as the legal basis for processing this information. You will therefore be asked to provide your consent before the test is conducted. You can withdraw your consent at any time. You can do this by contacting us at the contact details above. If you withdraw your consent, it will only take effect from that date. It will not, therefore, affect the legality of our processing the data up to date you withdraw your consent.

### **Information from previous employers**

For some positions, it is necessary to obtain references from previous employers. If we retrieve references from one or more of your previous employers, we will record the information we receive.

In accordance with Article 6 (1) (a) of the General Data Protection Regulation, we use your consent as the legal basis for processing this information. You will, therefore, be asked to provide your consent before we contact one or more of your previous employers. You can withdraw your consent at any time. You can do this by contacting us at the contact details above. If you withdraw your consent, it will only take effect from that date. It will not, therefore, affect the legality of our processing the data up to date you withdraw your consent.

### **Work and residence permits**

It is a condition of employment that you have valid work and residence permits. To document this, we may request a copy of your passport in connection with your appointment.

If your citizenship requires you to have a work and residence permit to work legally in the country in which you are looking for a position, we will also require a copy of your work and residence permits.

We apply Article 6 (1) (c) of the General Data Protection Regulation as the legal basis for obtaining a copy of your passport and any work and residence permits, as we are obliged to document this in accordance with Article 59 (5) of the Danish Aliens Act.

### **Storage and deletion**

If you do not obtain the position, we will delete the information we have recorded on you within 6 months. We will, however, delete the results of your personality test immediately after we have turned you down for the position.

If you are hired, we will store the information from the recruitment process in your personnel folder.

### **Keeping applications for future recruitment**

In some cases, we would like to save your application, even if you have been turned down, for future recruitment. If we wish to save your application, we will request your consent.

### **Other recipients who may process your information**

During the recruitment process, there are other parties who may receive your personal information. These may be public authorities or providers who supply systems and assist with administrative functions, such as:

- Recruitment agencies
- Providers of personality tests etc.
- Public authorities involved in the establishment of flexible employment and corresponding schemes

### **Your rights**

The legislation in the General Data Protection Regulation and the Data Protection Act affords you certain rights.

If you wish to exercise your rights, please contact us.

#### Right of access by the data subject, Article 15

You have the right to access the information that we are processing about you, as well as a range of additional information.

#### Right to rectification, Article 16

You are entitled to rectify information about yourself.

#### Right to erasure (right to be forgotten), Article 17

In special cases you have the right to erase information about you before our regular general deletion.

#### Right to restriction of processing, Article 18

In certain cases you have the right to restrict the processing of your personal information. If you are entitled to restrict processing, in future we may only process the information, except for storage, with your consent or for the purpose of determining, enforcing or defending legal claims, or for protecting a person or important social interests.

#### Right to object, Article 21

In certain cases, you may object to our otherwise legitimate processing of your personal information.

#### Right to data portability, Article 20

In certain cases, you may have the right to receive the personal data concerning you, which you have provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller. You can read more about your rights in the Danish Data Protection Agency's guidelines on the rights of data subjects, which can be found at [www.datatilsynet.dk](http://www.datatilsynet.dk).

### **Complaints to Danish Data Protection Agency**

You are entitled to complain about our processing of your personal data to the Danish Data Protection Agency. You will find the Danish Data Protection Agency's contact information on its website [www.datatilsynet.dk](http://www.datatilsynet.dk).