

INFORMATION ABOUT UNEEG'S PROCESSING OF JOB APPLICANTS' PERSONAL DATA

(PRIVACY NOTICE FOR JOB APPLICANTS)

1 INTRODUCTION

- 1.1 The purpose of this Privacy Notice is to inform you how UNEEG medical A/S (hereinafter referred to as "UNEEG", "we", "us") collects and processes the personal data that you have provided us with or that we collect from your references or other public sources in connection with a recruitment process.
- 1.2 UNEEG is the data controller in relation to your personal data. UNEEG may be contacted using the contact details given in clause 9.

2 WHICH PERSONAL DATA DO WE COLLECT FOR WHICH PURPOSES AND WHAT IS THE LEGAL BASIS FOR THE PROCESSING?

- 2.1.1 When you submit your application, CV, photo, exam certificates and we see any test results, we will be processing your data with the purpose of assessing your suitability for the position, and in this connection also to assess whether we will invite you for an interview and perhaps offer you the job.
- 2.1.2 The purpose of the processing is to implement arrangements on your request prior to entering into a potential employment contract and to pursue our legitimate interests in evaluating applicants for a position.
- 2.1.3 The legal basis of the processing is article 6(1)(b) and (f) of the general data protection regulation.
- 2.2 When you list any references in your application, we can request information about you from these references, including i.a. information about your work experience and competences. We will not contact any references without your prior acceptance. We may also search for relevant information in publicly available databases, such as LinkedIn.
- 2.2.1 The purpose of the processing is to implement arrangements on your request prior to entering into a potential employment contract and to pursue our legitimate interests in evaluating applicants for a position.
- 2.2.2 The legal basis of the processing is article 6(1)(b) and (f) of the general data protection regulation.
- 2.3 In connection with recruitments for our company and if it is of relevance to the position, you will be asked to acquire and send your criminal record to us. We will not save a copy of your criminal record and you will receive a confirmation as soon as the criminal record is deleted. We will merely note whether a criminal record has been presented or not.
- 2.3.1 The purpose is to ensure that your criminal record does not contain anything that will make you unsuitable for the position.
- 2.3.2 The legal basis of the processing is your consent c.f. article 6(1)(a) of the general data protection regulation and section 8(3) of the data protection act.

3 FROM WHERE DOES YOUR INFORMATION ORIGINATE?

- 3.1 In most cases, we will retrieve the information directly from you. However, we will also retrieve information about you from other sources, including your references and other publicly available sources such as LinkedIn.

4 RECIPIENTS OF PERSONAL DATA

- 4.1 Your personal data may be handed over to our data processors, including our cloud and hosting suppliers, to the extent that we record your data in our IT systems. We have concluded a data processing agreement with all those of our data processors who meet the provisions of article 28 of the general data protection regulation, requiring these data processors to take appropriate technical and organisational actions such that the processing meet the requirements of the general data protection regulation and ensure protection of your rights.
- 4.2 In addition, your personal data may be passed on to other data controllers in order to obtain personality and cognitive tests.
- 4.3 Furthermore, your personal data may be passed on to the authorities to the extent deriving from a legal obligation or necessary for us to pursue a legitimate interest.

5 THIRD COUNTRY TRANSFER

- 5.1 We use data processors that may transfer your personal data outside the EU or the European Economic Area. Any data transfers are based on the EU Commission's Standard Contract Clauses.
- 5.2 If you wish to learn more about our data transfers, including to receive a copy of the EU Commission's Standard Contract Clauses we use, please contact us using the details in clause 9.

6 YOUR RIGHTS

- 6.1 In order to ensure openness about the processing of your data, we are – as data controller – obliged to inform you about your rights.
- 6.2 Right of access
- 6.2.1 You are at any time entitled to request receipt of information about which data we have registered about you, for which purpose, which categories of personal data they are, and about any recipients of the data, if relevant, as well as about the origins of the data.
- 6.2.2 Should you want a copy of your personal data, you shall submit a written request to us via the contact details given in clause 9. You may be asked to document that you are the one that you claim to be.
- 6.3 Right of rectification
- 6.3.1 You are entitled to have incorrect personal data about yourself rectified by us. Should you become aware of any errors in the data that we have registered about you, we urge you to contact us in writing to have the data rectified.
- 6.4 Right of erasure
- 6.4.1 In certain cases, you are entitled to have all or some of your personal data erased by us, for example if you withdraw your consent and we do not have any other legal basis for continuing the processing. To the extent that a continued processing of your data is necessary, for example so that we can comply with our legal obligations or in order to establish, exercise or defend a legal claim, we shall not be obliged to erase your personal data.

6.5 The right to restrict processing to storage

6.5.1 In certain cases, you are entitled to have the processing of your personal data restricted so that it consists only in storage, for example if you hold the view that the data about you processed by us are incorrect.

6.6 Right to data portability

6.6.1 In certain cases, you are entitled to have personal data that you have provided us with handed over in a structured, commonly used and machine-readable format and to have these data transferred to another data controller.

6.7 Right to object

6.7.1 You are, at any time, entitled to object to our processing of your personal data.

6.7.2 Furthermore, you are, at any time and for reasons related to your personal situation, entitled to object to the processing of your personal data by us on the basis of our legitimate interests, cf. clauses 2.1-2.3.

6.8 Right to withdraw a consent

6.8.1 You are, at any time, entitled to withdraw the consent given to us for a certain processing of your personal data. Should you want to withdraw your consent, please contact us via the contact details given in clause 9.

6.9 Right to complain

6.9.1 You are, at any time, entitled to file a complaint with the Danish Data Protection Authority about UNEEG's processing of your personal data. It is, i.a., possible to submit a complaint by email to dt@datatilsynet.dk or by telephone +45 33 19 32 00.

7 ERASURE OF PERSONAL DATA

7.1 Your personal data will be erased when there is no longer any objective purpose for their continued storage.

7.2 Applications received from applicants who have not been offered the job shall be erased no later than six months after the completion of the application round unless you have given your consent to a longer storage period.

7.3 Unsolicited applications will be erased six months after the receipt of the application unless you have given your consent for a longer storage period.

7.4 We reserve the right to keep your personal data for a period longer than the one given above if it is considered necessary to establish, exercise or defend a legal claim.

8 SAFETY

8.1 We have implemented appropriate technical and organisational safety measures against accidental or illegal destruction, loss, change or impairment of personal data as well as against their disclosure to unauthorised persons or their misuse by such persons.

8.2 Only employees with a real need to access your personal data to perform their work shall have access to these data.

9 CONTACT DETAILS

- 9.1 UNEEG is the data controller in connection with the personal data collected about you.
- 9.2 Should you have any questions about or remarks to this information or should you want to make use of one or more of your rights under clause 6, please contact:

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