

INFORMATION

Kartoffelmelcentralen KMC Amba (following designated as “KMC”, “we”, “us” or “our”) has designated this information.

1 TREATMENT OF INFORMATION RELATING TO YOUR EMPLOYMENT

When applying for a position with us, we receive and handle a number of your personal data used for the purposes described in this document. We are data controllers for your personal data handled for these purposes.

The information handled by us as a part of the recruitment process is necessary for us to be able to contact you and to evaluate whether you are the right candidate for a vacant position with us. We only use the information you provide to us in our evaluation of you as an applicant and in connection with your possible, later employment.

During the recruitment process, we handle your common personal data; however, we might also handle sensitive personal data, information of your civil registration number and/or information of criminal offences.

Below you can read more about what information we handle when you apply for a position with us.

If you have any questions to this information or to our handling of your personal data as part of the handling of your application and/or your recruitment course, please contact our HR Manager at Herringvej 60, 7330 Brande.

2 RECEIPT OF YOUR APPLICATION

To be able to handle your application, we handle the information about you that appears from your application, your CV and other attached documents.

Typically, the information is the following (the list is not complete): Name, address, date of birth, gender, phone number, e-mail address, marital status, educational background, professional qualifications, career history, linguistic and other relevant competences and written and written recommendations/references.

As a rule, we use the section 6 (1)(b) of the data protection regulation and the rule for balancing of interests in paragraph 6 (1)(f) as basis for handling because it is necessary for us to handle this information to be able to evaluate whether you are the right candidate for the position with us. We can also comparatively use the data protection regulation paragraph 6 (1)(a), paragraph 9 (2)(a), cf. paragraph 6 (1)(b) or paragraph 6 (1)(f), or the Danish Data Protection Act section 11, article 2 no. 2 as we are dealing with personal data you have sent to us for the purpose of being hired. We consider our handling of the information provided to us by you as part of the recruitment process, as accepted from your side.

3 EVALUATION OF YOUR APPLICATION

We specifically evaluate the qualifications of each single applicant in relation to the available position and this we do by manual evaluation. When we have read all applications, we choose the candidates for the job interview(s). We will inform the candidates, who are not called for an interview, about this.

4 JOB INTERVIEWS

During the recruitment process, we conduct job interviews focusing both on your professional and your personal competences, the content of the job and our company as workplace. We note down some of the information given during the interview(s) for the use in the final evaluation of the applicants for the position. We only use relevant information in our evaluation of whether to offer you the position with us.

As a rule, we use the paragraph 6 (1)(b) of the data protection regulation and the rule for balancing of interests in paragraph 6 (1)(f) as basis for handling. It is necessary for us to handle the information, to be able to evaluate whether you are the right candidate for the position with us. We can also comparatively use the data production regulation paragraph 6 (1)(a), paragraph 9 (2)(a) cf. paragraph 6 (1)(b) or paragraph 6 (1)(f), or the Danish Data Protection Act section 8 subsection 3 as we are dealing with personal data you have sent to us for the purpose of being

hired. We consider our handling of the information provided to us by you as part of the recruitment process as accepted from your side.

5 INFORMATION FROM SOCIAL MEDIA

By recruitment for positions with us, it might be relevant for us to seek further information from the internet including from social media e.g. LinkedIn, Facebook, Instagram, Twitter etc. This to be a to evaluate whether you have a profile that fits into our company and the specific position. We use the paragraph 6 (1)(f), paragraph 9 (2)(e) cf. Paragraph 6 (1)(f) of the data protection regulation or the Danish Data Protection Act section 8, subsection as basis for our handling when collecting information about applicants from social media. It is necessary for us to handle the information to be able to evaluate whether you are the right candidate for the position with us.

6 PERSONALITY TESTS

In connection with the recruitment for some of our positions, we will invite you to take a personality analysis and/or a logical test. We always evaluate whether it is relevant for you to take these tests in relation to the position in question. The purpose of the test is to evaluate your competences and qualifications as potential employee with the company and the specific position. The test will never be the only evaluation tool used but will be part of the complete basis for choosing the right person for the position.

As a rule, we use the rule for balancing of interests in paragraph 6 (1)(f) of the data protection regulation as basis for our handling. We can also comparatively use the data protection regulation paragraph 6 (1)(f) and paragraph 9 (2)(a), cf. paragraph 6 (1)(f). In this case, we ask you to accept taking the test in advance.

7 CRIMINAL RECORD

By recruitment for positions of certain kinds, it is necessary to see a criminal record. We always evaluate if it is necessary to obtain a criminal record in relation to the content of each individual position.

The purpose is to make sure that we in positions with access to certain data can be sure you have no criminal records. If relevant, we ask you to obtain a criminal record and present it to us. When having seen the criminal record, we will immediately delete it. Thus, we do not keep any information of your possible criminal records.

As you will obtain the criminal record yourself and present it to us, this is considered done with your accept in accordance with the Danish Data Protection Act section 8, subsection 3. We use

the paragraph 6 (1)(c) or 6 (1)(f) of the data protection regulations as basis for our following handling of information concerning us having seen your criminal record for the purpose of being able to document our observance of our legal obligations and/or our internal safety policy in connection with your employment.

8 WORK AND RESIDENCE PERMIT

For employees with another citizenship than Danish, it is a condition for employment that they have a valid work and residence permit. To ensure this, we can request a copy of your passport in connection with your employment.

In case your citizenship requires you to have a valid work and residence permit to work legally in Denmark, we will obtain a copy of your work and residence permit from you. We will obtain it both when you are hired and when it needs renewal.

Our handling of information in connection with our control of your work and residence permit is based on paragraph 6 (1)(c) of the data protection regulation and section 11, subsection 2, no. 1 of the Danish Data Protection Act cf. The Danish Aliens Act section 59, subsection 5. This because we - according to the rules of the Danish Aliens Act - are obliged to make sure that you have a valid work and residence permit.

9 HEALTH INFORMATION

In very special cases, we can request health information from you. This could be in cases where a disease would have significant importance for your ability to handle the position.

If we estimate that it is necessary to have your health information, we will indicate about which illnesses or symptoms of illnesses we need information. We of course respect the frames and limitations of the Danish Health Information Act in connection with this. In such cases, we ask for your approval before we obtain this information.

Our handling is based on paragraph 9 (2)(a) cf. 6(1)(f) of the data protection regulation. In these

special cases, it will be necessary for us to handle the information to be able to evaluate whether you are the right candidate for the position.

10 CREDIT INFORMATION

To the extent you will be handling a position of trust, including if you will take on a position manager with financial responsibility or have accounts and bookkeeping assignment, we will obtain information about your creditworthiness at credit reporting agencies. In case we obtain information about your creditworthiness during the recruiting process, we will inform you about this.

Our handling is based on the balancing of interest rule in the paragraph 6 (1)(f) of the data protection regulation. We obtain the information, to be able to evaluate whether you are the right candidate for the position.

11 REFERENCES

For some positions, it is necessary to obtain references from previous employers. We will do this to make sure the information provided to us by you during the course of employment is correct and accurate. In case we obtain references from one or more of your previous employers, we will register this.

If we wish to obtain information about you from your previous employer, we will ask for your consent in advance. If you do not give us your consent, we will not obtain reference information. However, you must be aware of the fact that if we do not have the possibility of obtaining reference information, it might attach importance during our evaluation on, which applicant is the most qualified for the position.

Our handling is based on paragraph 6 (1)(a), paragraph 9 (2)(a) cf. 6 (1)(f) of the data protection regulation or section 8 subsection 3 of the Data Protection Act.

12 STORAGE AND DELETION

In case you do not get the job, we will delete the information we have registered on you within 6 months. The purpose of the storing is to be able to document the recruitment process and the basis of the rejection.

In case we employ you, we will store the information from the recruitment process as part of your staff folder during your employment to be able to document the history of your employment. You will receive a specific information about this in connection with your employment.

13 STORING FOR THE PURPOSE OF LATER RECRUITMENT (CV-DATA BASE)

In some situations, we wish to store your application even though you do not get the position in question for the purpose of later recruitment. In case we wish to store your application, we will ask for your consent.

Our handling is based on paragraph 6 (1)(a) and paragraph 9 (2)(a) cf. paragraph 6 (1)(f) of the data protection regulation.

14 RECIPIENTS OF YOUR PERSONAL INFORMATION

During the recruitment process, other parties can handle your personal data. Others can be public authorities or service providers who supply IT systems and assist with administrative functions such as:

- Providers of personality tests and logical tests
- Public authorities in connection with establishment of flexible jobs and similar schemes
- External recruitment partners
- IT- and service providers
- Other companies within our group

We do not pass on your personal data unless it is necessary.

15 YOUR RIGHTS

According to the Data Protection Act, you have the opportunity to maintain your rights towards us at any time.

15.1 The right to gain access to information

You have the right to gain access to the information we handle concerning you and to receive a number of information about our handling of your personal information.

15.2 The right to request retraction

You have the right to request retraction of wrong information and to supplement incomplete information about you. You can do this by providing further information to us.

15.3 The right to request deletion

In certain cases, you are entitled to request deletion of information about yourself. This i.a. when the information is no longer necessary to fulfil the purposes for which they were collected or handled or if the handling of the information is illegal.

15.4 The right to limit handling of data

In certain cases, you are entitled to limit the handling of your personal data. This means that we are not entitled to carry out any other handling of information than storage.

15.5 The right to object to our handling

You are entitled to object to our, otherwise, legal handling of your personal data at any time for reasons that concern your specific situation.

15.6 The right to data portability

In certain cases, you are entitled to receive the personal information you have given us, in a structured, commonly used and machine readable format and to have this personal information transferred from us to another data controller without any impediments.

15.7 The right to withdraw a consent

At any time, you are entitled to withdraw a consent to handling of your personal data. However, pay attention to the fact that this is not effective until the time of the withdrawal. Therefore, it does not affect the legality of our handling of your personal information until the time of your withdrawal of the consent.

Read more about your rights on the website of The Danish Data Protection Agency.

In case you wish to maintain one or more of your rights, please contact our HR Manager at Herringvej 60, 7330 Brande.

16 COMPLAINT TO THE DANISH DATA PROTECTION AGENCY

Complaint about our handling of your personal information to:

Datatilsynet

Carl Jacobsens Vej 35

2500 Valby

E-mail: dt@datatilsynet.dk