

## Privacy policy for job applicants

According to EU's General Data Protection Regulation

QUPAQ collects personal information about you in the recruitment process to assess whether you are a qualified candidate for our vacancy. When applying for a position with us, we receive and process different personal information about you. This makes us data controller for your personal data that we process.

As data controller, QUPAQ is obliged to protect your personal information while aiming for making you feel safe with our processing of your personal information. We process your personal information in accordance with our personal data policy and applicable law.

### 1. Personal information and use hereof

When you apply for a job at QUPAQ we process personal information which we receive. We are only processing personal information which is relevant and necessary for our cooperation with you, or to fulfil our contractual or legal obligations. Typically, it is information such as ID and contact information e.g. address, telephone number and email, information about educational background, present and earlier occupations (application and CV). Some employments require special needs such as truck certificate. We may also process sensitive personal information such as social security number, information about criminal offenses or healthcare information when applying for flex job.

We use the Data Protection Regulation article 6(1)(b) as legal basis, since it is personal information that you yourself have sent to us with the intention of being hired. We register the submitted information in an access secured folder at HR.

Each applicant's qualifications will be assessed in relation to job openings at the company. After having read the applications for our job openings, we choose candidates for job interviews. In connection with the job interviews, we receive additional information about you, which we use in the further recruitment process. Candidates, who are not called in, will be notified of this.

When recruiting for positions that have focus on customer and collaborative relationships, it may be relevant that we do a search on social media like LinkedIn, Facebook and Instagram. We use the interest balancing rule in the Data Protection Regulation article 6(1)(f) as a legal basis for obtaining information about candidates from social media. We do this to assess whether you have a profile that fits in with the company and the specific position.

When recruiting for some positions, the company carry out a personality test. We always assess whether it is relevant to the individual position. The purpose of the test is to assess your competencies and qualifications as a potential employee and to assess whether your profile fits in with the company and the specific position. You are asked to provide your consent before conducting the test. We may use third parties for conducting the tests. In this case, we use a data processor.

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CVR.nr. DK-24211770  
Danske Bank - SWIFT code: DABADKKK  
DKK IBAN DK023000013158002  
EUR IBAN DK2130004368092940  
Reg. 4368 Konto. 13158002

QUALITY QUANTIFIED

In some positions, it is necessary to obtain references from previous employers. If we obtain references from one or more of your previous employers, we register the provided information. You are asked to give your consent before we contact one or more of your previous employers.

## **2. Transmission of information**

In some cases, we can transmit your personal data to (i) suppliers that we cooperate with to support our business (i.e. companies that supply or support us with operation of our IT systems) or (ii) if required by law, a court decision or if legislation applies it. Transmission will only occur insofar needed to conduct the recruitment and QUPAQ will in all cases protect your data with a data processing agreement.

## **3. Update, deletion or correction of your information**

If you wish to gain access to the information that we process at QUPAQ about you, please contact us. According to the Data Protection Act, you have the right to be informed which personal information we process about you. In case this information is incorrect or misleading, you have the right to ask us to correct or block this information. Also, you may at any time ask QUPAQ to delete your information. Inquiries regarding section 3 are made to [gupaq@qupaq.com](mailto:gupaq@qupaq.com) or phone +45 96467600. You may also make a complaint to the The Danish Data Protection Agency on [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk). You can find more information on <https://www.datatilsynet.dk/>.

## **4. How long do we store your information?**

If you are employed by QUPAQ, we keep your information according to our privacy policy for employees. For applicants, that do not obtain employment, we store your information in an access secured folder at HR for up to 3 months for unsolicited applications and 6 months for solicited applications, in purpose of future employment. Hereafter the information will be deleted. Before the end of the 3 or 6 month period, we may contact you and ask for your consent to keep the information for a longer period.

## **5. Changes**

It will be necessary to continuously update and change this policy, and QUPAQ reserves the right to do so. In the event of significant changes, we will notify you by email. The current version of this policy can be found on our website [www.qupaq.com](http://www.qupaq.com), or you can request to get it by contacting us at the aforementioned contact information.

## 6. Permission

I am aware of QUPAQ' privacy policy, and with my recruitment material (i.e. application and CV) I automatically give my permission to process my personal information according to the above mentioned.

Data controller: Henrik Schaar  
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