

PRIVACY NOTICE – RECRUITMENT

1 INTRODUCTION

In connection with Ørsted's recruitment process for new employees, we will collect and process your personal data. This applies both to advertised vacancies for which you apply and situations in which we contact you directly.

We always process your personal data as confidential and take all relevant measures to ensure that your personal data are protected in accordance with the data protection rules.

2 DATA CONTROLLER

The legal entity responsible for processing your personal data is the corporation under the Ørsted Group with which you are applying for a job or which contacts you in connection with a recruitment process. The specific legal entity will be stated in the job advertisement if this concerns an advertised vacancy. In case of an enquiry from Ørsted, the specific legal entity will be clearly stated in the enquiry.

3 CONTACT

If you have questions about our processing of your personal data or if you wish to exercise your rights as described in section 6, please feel free to send an email to: recruitment@orsted.dk.

4 DESCRIPTION OF THE PROCESSING

Purpose of the processing of your personal data

We process your personal data to enable us to assess you in relation to the specific position at Ørsted for which you have applied or in relation to another position at Ørsted which may be relevant to you. If we receive your personal data on the basis of our enquiry to you, we will process your personal data to enable us to assess whether your profile matches a position at Ørsted which we think could be relevant to you.

What personal data does Ørsted process about you?

In connection with Ørsted's recruitment process for new employees, we will process a number of **ordinary personal data** about you. We essentially process the personal data about you that are contained in the application material which you send us yourself, i.e. typically application, CV, grade sheets, certificates, reports, references and other enclosures which you choose to enclose with the application material.

We can also process the personal data about you that you have yourself posted on, for example, LinkedIn and similar websites.

Furthermore, we may process personal data about you that we receive from external 'search agencies' with which we collaborate and which have received the data directly from you.

These data are thus coincident with the data which you have yourself chosen to share with our partners, i.e. typically application, CV, grade sheets, certificates, reports, references and other enclosures which you have chosen to enclose with the application material as well as data which you may have posted on, for example, LinkedIn and similar websites.

If you proceed from the initial recruitment round(s), you may be asked to take personality tests and/or cognitive tests. If you are asked to take such tests, we will process the results of these tests. Likewise, you may be asked to perform case assignments, which will be recorded on video with your consent.

If you suffer or have suffered from a disease which will significantly affect your work capacity in relation to the position for which you have applied or are a candidate, you must notify us thereof no later than during any job interview, in accordance with the rules of the Danish Act on the Use of Health Data etc. on the Labour Market (*Lov om brug af helbredsoplysninger m.v. på arbejdsmarkedet*). If we find that the information about your health is relevant, we will process it together with your other data. Please note that health data constitute **sensitive personal data**.

During the whole recruitment process, we may process your personal data in the form of notes about you written down as part of the recruitment process, for example in connection with the assessment of your application material, in connection with any job interview or in connection with the review of the test(s) taken by you.

In the final part of the recruitment process, we will, in some cases, process your personal data in connection with the performance of a background check of you, provided that you are still at candidate for a position at Ørsted at this time. You will always be informed prior to the performance of a background check of you. The background check can be performed by an internal recruiter or by one of our external partners, and may, depending on the position for which you are a candidate, include the following processing of your personal data: Confirmation of information provided about academic and professional qualifications, confirmation of your employment history and other information that you may have provided in your CV, check of address history (dating back six years), check of references, check of a valid driving licence as well as check of your financial situation (if the information is publicly available).

In special cases, a background check may also involve processing of data about any **criminal convictions and offences**, as we may ask you to provide a copy of your criminal record.

With the exception of the above cases regarding our processing of your health data, we do not process **sensitive personal data** about you at any time. We recommend that you omit such data about, for example, racial or ethnic background, trade union membership and sexual orientation etc. from your application material. We would also ask that you cross out any civil registration (CPR) numbers on grade sheets and other places where your CPR number may be stated, as we do not need to know your CPR number in a recruitment context.

Legal basis for processing your personal data

The legal basis for processing the personal data we receive from you through your application material is Article 6(1)(b) of the General Data Protection Regulation (your request for our processing prior to entering into a contract).

If your data are forwarded to us (with your knowledge) from our external 'search agencies', if we access data which you have made public yourself, or if we write down notes in connection with the recruitment process, our processing of your data is done based on Article 6(1)(f) (the rule on weighing of interests) of the General Data Protection Regulation, where our legitimate interest is to process and assess your data with a view to any subsequent employment. The same legal basis and weighing of interests apply in relation to our processing of your results from any personality tests and cognitive tests taken by you as well as the results of case assignments performed by you. If your performance of case assignments is recorded on video, your personal data will be processed in this connection on the basis of Article 6.1.a (consent) of the General Data Protection Regulation.

If you inform us about diseases or illness that will have a significant impact on your work capacity, we will process such data on the basis of Article 9.2.b (compliance with obligations in the field of employment law) of the General Data Protection Regulation.

If we perform a background check of you, this will be done based on your consent, see Article 6.1.a of the General Data Protection Regulation, and, regarding the processing of your data about any criminal convictions and offences, section 8(3) of the Danish Data Protection Act is applicable if the recruitment concerns a position in Denmark.

Sources

We primarily obtain your personal data directly from you, through the application material you submit to us or through the supplementary information that we may ask you to submit. In some cases, we also obtain your personal data through searches on social media and other official channels, through external 'search agencies' to which you have yourself sent your data and possibly through references from former employers and educational institutions.

Recipients of your personal data

We generally do not *disclose* your personal data to third parties outside the Ørsted Group, with the exception of the cases in which we ask external partners to perform a background check of you. We may also share your data internally in Ørsted, including with recruiters, managers, HR partners and others who are involved in the recruitment process, if this is necessary to conduct a thorough and qualified recruitment.

Finally, we may *transfer* your personal data to external suppliers, including data processors, which provide services to us (for example hosting enterprises and test suppliers). External suppliers will not process your personal data for separate purposes, but will only process the data in accordance with direct instructions from Ørsted.

Erasure of your personal data

If you have applied for a position at Ørsted, or Ørsted has contacted you in connection with a recruitment process, we will erase your personal data as follows:

- If you are offered and accept a position at Ørsted, relevant parts of your application material (primarily application, CV, any exam certificates and diplomas as well as, if applicable, health data of relevance to your work capacity) may be transferred to your staff folder. Other application material will be erased. Your staff folder will be erased no later than five years after you have left your position at Ørsted.
- If your application is rejected or you are not offered employment, we store your personal data for up to six months after the rejection, after which your personal data are erased.

As an exception to the above, we will erase any criminal record received from you immediately after we have reviewed it. We will thus erase your criminal record before we erase other data that we are processing about you.

5 TRANSFERS TO COUNTRIES OUTSIDE THE EU/EEA

We generally do not transfer your personal data to countries outside the EU/EEA.

Your personal data may, however, be passed on to public authorities, lawyers and/or courts outside the EU/EEA. Data are transferred to public authorities, lawyers and/or courts outside the EU/EEA in accordance with Article 49(1)(b)-(e) of the General Data Protection Regulation.

6 YOUR RIGHTS

You have the following rights in relation to the processing of your personal data:

- You have the right of access to, rectification or erasure of your personal data.
- You also have the right to object to the processing of your personal data and to have the processing of your personal data restricted.
- If the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal of consent will not affect the lawfulness of the processing of data that precedes the withdrawal of your consent. You can withdraw your consent by writing to the following email address: recruitment@orsted.dk.
- You have the right to receive the personal data that you have provided yourself in a structured, commonly used and machine-readable format (data portability).
- You always have the right to lodge a complaint with a supervisory authority, e.g. the Danish Data Protection Agency. Contact details for the Danish Data Protection Agency can be found at www.datatilsynet.dk.

These rights may be conditioned or restricted. It is therefore not certain that, for example, you have the right to restrict the processing of your personal data in specific cases – this depends

on the actual circumstances connected with the processing activities.

7 AMENDMENTS

This Privacy Policy replaces all previous versions. It will be necessary to update and amend this Privacy Policy on an ongoing basis, and we thus reserve the right to update and change it. In the event of material changes, you will be notified if we find it necessary.

Last updated: 24 April 2019

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