

Privacy Policy – During Recruitment

Background

Welcome to TRESU's privacy policy. This policy contains information about what data we collect about you, why we collect it, and what we use it for. Below, you are informed about how TRESU A/S (hereafter TRESU or 'we', 'us', 'our', etc.) processes personal data about you in connection with the recruitment process.

We are the Data Controller – How to Contact Us?

TRESU A/S

Venusvej 44, 6000 Kolding

CVR no.: 15302798

Email: privacy-contact@tresu.com

Phone: 76 32 35 00

TRESU A/S is responsible for the processing of personal data. If you have any questions about our processing of your personal data, you are always welcome to contact our GDPR Officer at privacy-contact@tresu.com.

In connection with the recruitment process, we process general personal data about you, but it may also happen that we process special personal data or information about criminal offences. In this text, you can read more about what information we process about you when you apply for a position with us.

When we receive your application

In the recruitment process, the personal data that appears in your application, CV, and other enclosed documents are registered. This typically includes the following information: name, address, date of birth, gender, phone number, email address, marital status, education(s), career history, driver's license information, and recommendations/references.

We use Article 6 (1) (f) of the General Data Protection Regulation as a legal basis, as this is personal data that you have submitted to us for the purpose of being employed.

We register your application and CV in our career email.

We Evaluate the Application

We specifically evaluate each applicant's qualifications in relation to the advertised position. After reading the applications, we select candidates for interviews. Those who are not selected for an interview will be notified.

When We Select You for an Interview

During the interviews, we receive additional information about you, which we note for the further recruitment process. We use Article 6 (1) (f) of the General Data Protection Regulation as a legal basis, as this involves personal data you have provided for the purpose of employment.

Information from Social Media

During recruitment, we sometimes conduct a search on LinkedIn. This is particularly relevant for specialist positions, for example, those focusing on customer and collaboration relations. We use the balancing of interests rule in Article 6 (1) (f) of the General Data Protection Regulation as a legal basis to obtain information about candidates from social media. We do this to assess whether you have a profile that fits into the company and the specific position.

Information from Personality Tests

For some positions, the company conducts a personality test. We always assess whether it is relevant for the specific position. The purpose of the test is to evaluate your skills and qualifications as a potential employee and to determine if your profile fits into the company and the specific position. We use your consent under Article 6 (1) (a) of the General Data Protection Regulation as a legal basis to process this information, and you will therefore be asked to give your consent before the test is conducted. You can withdraw your consent at any time by contacting us at the contact details above. If you withdraw your consent, it will only take effect from that point forward. It does not affect the legality of our processing of the information up to the point where you withdraw your consent.

Criminal Record is Not Stored but Deleted After Recruitment

If we have obtained a copy of your criminal record during the recruitment process, we delete it as soon as we have registered that we have seen your criminal record.

Information from Previous Employers

For 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 information we receive. We use your consent under Article 6 (1) (a) of the General Data Protection Regulation as a legal basis to process this information, and you will therefore be asked to give your consent before we contact one or more of your previous employers. You can withdraw your consent at any time by contacting us at the contact details above. If you withdraw your consent, it will only take effect from that point forward. It does not affect the legality of our processing of the information up to the point where you withdraw your consent.

Residence and Work Permit

It is a condition of employment that you have a valid work and residence permit. To ensure this, we request a copy of your passport in connection with employment. If, due to your citizenship, you need a

work and residence permit to work legally in Denmark, we also obtain a copy of your work and residence permit. We use Article 6 (1) (c) of the General Data Protection Regulation as a legal basis when we obtain a copy of your passport and, if applicable, work and residence permit, as we are required to ensure this under Section 59 (5) of the Aliens Act.

Storage and Deletion

If you are rejected, we delete the information we have registered about you within 6 months. However, we delete the result of your personality test immediately after we have given you a rejection. If you are hired, we keep the information that has been part of the recruitment process in your personnel file.

Storing Applications for Future Recruitment

In some situations, we would like to keep your application even if you have been rejected, for future recruitment. If we want to keep your application, we will ask for your consent to do so.

Other Recipients Who May Process Your Information

In connection with the recruitment process, there may be others who will receive your personal data. This may be public authorities or providers who deliver systems and assist with administrative functions, such as:

- Recruitment agency
- Provider of personality tests
- Public authorities in connection with the establishment of flexible jobs and similar schemes

Transfer to Third Countries

In some cases, it may be necessary to transfer your personal data to recipients in countries outside the EU, including countries without equivalent data protection laws. These transfers will only take place when necessary for the purposes mentioned in this privacy statement or as required by applicable law. Transfers occur in connection with the use of our data processors to offer our services and products or to independent data controllers to the extent described above. We take appropriate measures to ensure that your personal data is adequately protected during such transfers. Your data will mainly be processed in countries where the Commission has decided on the adequacy of the protection level. If your data is transferred to third countries without an adequacy decision, standard contractual clauses approved by the EU Commission are used. You can contact us at privacy-contact@tresu.com for a copy.

Consent

If you wish to withdraw your consent or object to our processing of your personal data, please contact us at privacy-contact@tresu.com. Note that withdrawing your consent does not affect the legality of processing carried out before the withdrawal. It also does not affect the processing of your personal data based on other legal grounds, such as compliance with legal obligations or pursuit of legitimate interests.

Your Rights

Under the General Data Protection Regulation, you have several rights regarding our processing of information about you:

- **Right to access information (right of access):** You have the right to access the information we process about you and a range of additional information.
- **Right to rectification (correction):** You have the right to have incorrect information about yourself corrected.
- **Right to deletion:** In very special cases, you have the right to have information about you deleted before the time of our general deletion.
- **Right to restriction of processing:** In certain cases, you have the right to have the processing of your personal data restricted. If you have the right to have processing restricted, we may only process the information – apart from storage – with your consent, or for the establishment, exercise, or defence of legal claims, or to protect a person or important public interests.
- **Right to object:** In certain cases, you have the right to object to our otherwise lawful processing of your personal data.

Finally, we are obliged to inform any recipient to whom the personal data has been disclosed about any rectification or deletion or restriction of processing unless this proves impossible or involves disproportionate effort. We will inform you about who has received a copy of the personal data if you request it.

If you wish to exercise these rights, please contact us. See contact details above.

Complaint

If you wish to file a complaint about our processing of personal data, please send an email with the details of your complaint to the email provided in this privacy policy. We will process the complaint and get back to you. You also have the right to complain to the Danish Data Protection Agency about TRESU's processing of your personal data. For more information on how to complain to the Danish Data Protection Agency, we refer to the Danish Data Protection Agency's website www.datatilsynet.dk.

Changes	Date
Created	15/01 2025