

RECRUITMENT PRIVACY POLICY - INNARGI A/S

This Privacy Policy explains how Innargi A/S (“Innargi”, “we”, “us” and “our”) processes your personal data as part of our recruitment process.

1.1 Data controller

The entity responsible for the processing of your personal data is:

Innargi A/S
Lyngby Hovedgade 85
2800 Kgs. Lyngby
CVR no. 39183056

1.2 Contact

You are welcome to direct any questions regarding our Privacy Policy to privacy@innargi.com.

1.3 Use of personal data

We use your personal data for assessing your skills, qualities and qualifications in order for us to evaluate your application and candidacy and to determine if we are able to offer you a job position (“the Assessment”).

1.4 Categories of personal data

We collect the following categories of personal data about you:

- Ordinary personal data:
 - Contact information such as name, address, email address, and telephone number
 - Your professional experience, education, and certifications
 - Your resume/CV
 - Your cover letter and information contained herein
 - Information on work permit
 - Information on notice period in your current position, your salary expectations, your benefit expectations, and any additional information

As part of the Assessment, we will ask you to participate in a personality and cognitive assessment test. In these cases, the results of the tests will form part of the personal data that we will process about you as part of the Assessment. The results of such tests will be treated confidentially.

We may also request that you provide us with a copy of your criminal records depending on the position for which you are applying. Such information will also be treated confidentially.

As part of our evaluation of you and your application, we may wish to take references from your previous and/or current employers. We will only take up references from people you have explicitly stated in your job application or in other ways provided us with, and only with your consent.

We recommend that you do not disclose sensitive personal data, such as information revealing racial or ethnic origin, religion, trade union membership, sexual orientation, health, etc. in your application.

1.5 Sources

When we collect information from another source than you, the sources will be:

- Former employers as part of our collection of references (we will only collect references with your consent)
- Online sources that are publicly available, such as LinkedIn or Facebook
- Other third parties, including background check agencies and external recruiters

1.6 Legal basis

When assessing your application and candidacy, processing of your personal data is necessary for the Assessment, as well as for us to prepare your employment contract. By applying for a job position with us, you consent to the processing of the information necessary for us to perform the Assessment, pursuant to Article 6 (1)(b) of the GDPR, and pursuant to our legitimate interest in processing the information you have given us in accordance with Article 6 (1)(f) of the GDPR. In case of processing of your criminal record, we will ask for your consent, whereas our legal basis for such processing of personal data is Section 8 (3) of the Danish Data Protection Act (in Danish: "Databeskyttelsesloven"). Our legal basis for the processing of your references is Article 6 (1)(f) of the GDPR if you have provided the references yourself or your consent to our collection if we ask you for references in accordance with Article 6 (1)(a) of the GDPR.

1.7 Sharing of your personal data

We share your personal data with suppliers and vendors that we work with to assist our company (meaning service providers, technical support, supply services, personality assessment tests etc.), with the most relevant ones being Cornerstone OnDemand Europe Limited, who is hosting and providing our HR-platform, and Humanostics ApS.

1.8 Transfers to countries outside the EU/EEA

We may transfer personal data to countries outside the EU/EEA. Such transfers will only take place for the specific purpose mentioned above under Section 1.3, and we will always ensure that appropriate safeguards are in place for such transfer.

If transfers occur to countries outside EU/EEA that do not ensure an adequate level of data protection, such transfer will be based on the EU Commission's standard contractual clauses together with any supplementary measures assessed as necessary, or any other contractual agreement approved by the competent authorities.

You may obtain a copy of the contract/agreement by contacting us at privacy@innargi.com.

1.9 Retention of your personal data

All personal data mentioned under Section 1.4 will be retained for up to 6 months after we have concluded the Assessment. If you accept our offer for a job position (if relevant), we will keep your personal data as part of your employment relationship with us, which will then become subject to a separate privacy policy.

If you are offered a position with Innargi, your application and additional relevant personal data obtained during the recruitment procedure will be stored in your employee file.

1.10 Your rights

You have the following rights:

- You have the right to request access to and rectification or erasure of your personal data
- You also have the right to object to the processing of your personal data and have the processing of your personal data restricted
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent. You may withdraw your consent by contacting us at privacy@innargi.com
- You have the right to receive your personal information in a structured, commonly used and machine-readable format (data portability)
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency (In Danish: *Datatilsynet*), Carl Jacobsens Vej 35, 2500 Valby, telephone number +45 33 19 32 00, e-mail dt@datatilsynet.dk.

You can take steps to exercise your rights contacting us at privacy@innargi.com.

The rights listed above are subject to certain conditions and limitation as set out by law.

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*This policy has been approved by the board of directors of Innargi A/S in November 2023.
The policy is reviewed by the board when needed, however, at least once a year.*