



PRIVACY POLICY APPLICANTS

April 2024





1 INTRODUCTION

1.1

According to Regulation (EU) 2016/679 of the European Parliament and of the Council (“GDPR”), the companies in the C WorldWide group (each and collectively “CWW”) are obliged to inform natural persons (“Registered Persons”) of the collection and processing of their personal data. The purpose of this document is to fulfil this obligation of the Danish companies in the CWW group towards persons applying for a position in those companies.

1.2

Certain employees are employed by several group companies. Each of the group companies are data controllers according to GDPR for the data collected and processed for the use of that company.

1.3

CWW will always ensure the necessary level of confidentiality towards applicants.

2 TYPES OF PERSONAL DATA PROCESSED

2.1

In relation to open positions as well as unsolicited applications CWW collects and processes the personal data included in the communication between CWW and the applicant, including:

- Basis information such as name, address, e-mail address and phone number.
- Information which appears in the application, and documents such as diplomas and testimonials which are used in the assessment of the applicant.
- Information that appears from completed IQ and personality tests that form part of the assessment of the applicant.



- E-mail communication in relation to the application process.

2.2

CWW receives the information from the applicant him- or herself, unless it is agreed with the applicant to collect the information from other sources.

3 BASIS FOR COLLECTING AND PROCESSING PERSONAL DATA

3.1

CWW processes personal data with the purpose of finding the right employees for CWW's business.

4 TRANSMISSION AND TRANSFER OF PERSONAL DATA

4.1

In some instances, CWW transfers personal data to third parties:

- Companies that help CWW in the recruitment process, provided that CWW has received the applicant's consent.
- Service providers of IT related services such as cloud services and IT solutions supporting CWW's administrative tasks. In this relation, personal data may be transferred to data processors outside the EU and EEA. In these cases, CWW will put in place agreements to ensure that the processing of personal data by the service providers is subject to requirements equivalent to the requirements to which CWW's processing is subject.



5 STORAGE OF PERSONAL DATA

5.1

CWW stores personal data until the recruitment process is completed. Information related to applicants who did not get a position will then be deleted, unless it is agreed with the applicant that the information is stored for a longer period. However, if under special circumstances CWW has a legitimate interest therein, information may be kept for a longer period.

5.2

Unsolicited applications will be kept for up to 12 months, unless the applicant asks for the information to be deleted before the expiration of this period.

6 RIGHTS OF THE REGISTERED PERSONS

6.1

According to law, Registered Persons have certain rights, which are further described below. If a Registered Persons wishes to make use of his or her rights, CWW may be contacted.

6.2

Registered Persons are entitled to:

- Get insight in their personal data processed by CWW, from where the information is derived and the purpose that it is used for. CWW is also obliged to inform the Registered Person of to whom the information is transferred. The access to insight may, however, be limited by other legislation, by other persons' rights and CWW's legitimate interests.
- Ask for a rectification of their personal data or an addition to their personal data if this makes the data more complete or updated.
- In certain instances, to have their personal data erased before the time of CWW's normal and general erasure of personal data occurs.
- In certain instances, to have the processing of their personal data limited. In these instances, CWW may thereafter only process the personal data (storage excluded) with the permission of the



Registered Person or in order to establish, claim or defend a legal claim, to protect a person or vital public interests.

- In certain instances, to object to CWW's otherwise lawful processing of their personal data.

7 COMPLAINTS REGARDING PERSONAL DATA

7.1

Any complaints shall be sent in writing by letter or e-mail to:

C WorldWide
Att. Compliance
Dampfaergevej 26
2100 Copenhagen
Denmark

compliance@worldwide.com

Registered Persons who object to CWW's processing of their personal data may submit a complaint to:

- For Denmark: The Danish Data Protection Agency (Datatilsynet). The contact information of the Danish Data Protection Agency is available on: www.datatilsynet.dk.
- For Sweden: The Swedish Data Protection Authority (Datainspektionen) The contact information of The Swedish Data Protection Authority is available on: <https://www.datainspektionen.se>.
- For Finland: The Office of the Data Protection Ombudsman. The contact information of the Data Protection Ombudsman is available on: www.tietosuoja.fi/en/.



8 CWW'S CONTACT INFORMATION

8.1

Each of the companies within the CWW group act as a data controller in relation to the data processed for their use. Questions regarding personal data may be submitted to:

C WorldWide
Att. Compliance
Dampfaergevej 26
2100 Copenhagen
Denmark

compliance@worldwide.com

C WORLDWIDE GROUP

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