

1. Background information in connection with applying for a position at Lauritz.com

- 1.1 When applying for a position at Lauritz.com, we receive and process a variety of information about you. This means that we are data controller for your personal information which we process about you. The purpose of collecting personal information about you during the recruitment process is to assess whether you are the right candidate for a vacant position at Lauritz.com.
- 1.2 You will find our contact details here: Lauritz.com A/S, Dynamovej 11, 2860 Søborg, Denmark, CVR no. 24994570, tel. (+45) 4450 9850, fax (+45) 4450 9801, email: [job@lauritz.com].
- 1.3 When you send your CV and application and any other material to Lauritz.com, we process your personal information to see whether your profile matches the position which you have applied for or whether there are other vacant positions at Lauritz.com which would match your skills. Processing of your personal information will include the storage of your job application and your CV, etc. in our recruitment database.
- 1.4 You only need to give us your personal information in your CV and your application that are relevant for the position which you are applying for. You do not need to send your social security number and you must delete your social security number from your diplomas, etc. Nor do you need to give other personal information concerning your health (unless it is relevant for the positions which you are applying for or if you have a need for special considerations), information about nationality, family situation or other circumstances which are not relevant.

2. What personal information do we process about you and for what purposes

- 2.1 As part of the Lauritz.com recruitment process, Lauritz.com processes the personal information about you which is included in your CV, application and other material that you may have attached, for example diplomas, references and similar. This means that we register the personal information that is stated in your application, CV and other enclosed documents.
- 2.2 In addition, Lauritz.com processes personal information about you that is collected from a third party, for example via LinkedIn (but not Facebook and similar social media), an online search or a previous employer whom you may have given consent to that we obtain references from.
- 2.3 Lauritz.com does not process sensitive personal information about you unless you yourself have given this information to Lauritz.com.

3. The legal basis for the processing of your personal information

- 3.1.1 Your personal data is processed in view of entering into a contract in accordance with paragraph 6 (1) (b) of the data protection regulation or to pursue the legitimate interests of Lauritz.com in connection with the recruitment of applicants for vacant positions in accordance with paragraph 6 (1) (f) of the data protection regulation .
- 3.2 Any inquiry to previous employers will only be after obtaining your prior written consent.

4. The process

4.1 Lauritz.com assesses the qualifications of the candidates in relation to the posted position. When we have read the applications, we will select candidates for employment interview(s). The candidates who have not been called in for an interview will be notified of this.

4.2 In connection with the employment interviews, we will receive further information about you which we will note for use in the further recruitment process.

4.3 In connection with the employment interviews, Lauritz.com will process your personal information in accordance with paragraph 6 (1) (b) of the data protection regulation since this concerns personal information which you have given yourself in view of being hired.

5. Recipients of your personal information

5.1 Lauritz.com uses data processors in connection with personality tests. These data processors have access to your personal information. The data processors may only legally access and process your personal information in accordance with documented instructions from Lauritz.com and in view of fulfilling the specific purposes that are determined by Lauritz.com. So the data processors may not process your personal information for their own purposes.

6. The transfer of your personal data to non-member countries (outside the EU/EEA)

6.1 Your personal information will not be transferred to non-member countries.

7. Period of storage

7.1 Lauritz.com keeps your personal information as long as the recruitment process is in progress. When the recruitment process is completed, we will delete all information about you unless you provide written consent that we may keep the details for an additional 6 months in view of assessing whether there may be other positions that can match your profile. When these 6 months have passed, Lauritz.com will delete the information, and you must apply again yourself if you see a relevant posted position or you want to send an unsolicited application.

7.2 This also applies to the results of any personality test which we delete immediately if you are turned down.

7.3 If you are hired, we will save the information which has been a part of the recruitment process in your personnel folder.

8. The submission of an application

8.1 CV, application and diplomas and other relevant material shall be sent by secure email insofar as possible to job@lauritz.com. Applications that are sent to other email addresses at Lauritz.com will be deleted for compliance with the personal data rules.

9. Your rights as a registered person

- 9.1 As a registered person, you are entitled to
- (i) gain access to the personal information which Lauritz.com processes about you, cf. paragraph 15 of the data protection regulation. This means that you have the right to have access to the information that we process about you as well as a variety of additional information.
 - (ii) have personal information about you corrected if these are inaccurate, cf. paragraph 16 of the data protection regulation. This means that you have the right to have incorrect information about yourself corrected.
 - (iii) deletion, if some more detailed conditions are met (the right to be forgotten), cf. paragraph 17 of the data protection regulation. In most cases, you have the right to have information about you deleted up until the time when our normal, general deletion takes place. As a starting point, we will delete all applications, etc. from candidates who are not offered a job, unless the candidates in question give us permission to keep the application, etc. for up to 6 months.
 - (iv) the right to restriction of processing, cf. paragraph 18 of the data protection regulation. In certain cases, you have the right to have the processing of your personal data restricted. If you are entitled to have the processing restricted, we may in the future only process the information - except for storage - with your consent or for the purpose of establishing, making or defending a legal claim or to protect a person or important social interests.
 - (v) the right to transmit information (data portability), cf. paragraph 20 of the data protection regulation. In certain cases, you have the right to receive your personal information in a structured, normally used and machine-readable format as well as the right to have this personal information transmitted from one data controller to another without hindrance.
 - (vi) the right to object, cf. paragraph 21 of the data protection regulation. In certain cases, you have the right to raise objections against our otherwise legal processing of your personal information.

9.2 If you have questions about your rights or about this policy, you may contact job@lauritz.com.

10. Complaint

10.1 If you wish to lodge a complaint against Lauritz.com's processing of your personal information, you may write to job@lauritz.com.

You may also complain to the Danish Data Protection Agency which has the following contact information:

Danish Data Protection Agency, Borgergade 28, 5, 1300, Copenhagen K, Denmark

Telephone number: +45 33 19 32 00

Email: dt@datatilsynet.dk

Website: www.datatilsynet.dk

10.2 You can read more about your rights in the Danish Data Protection Agency's guide on the rights of registered persons, which you can find at www.datatilsynet.dk.

11. Changes to the policy

11.1 This policy can be updated as needed, for example in connection with new practice. You can find the date of the latest version at the bottom of this document. To the extent that the policy changes are considered significant, you will be explicitly informed about this on the Lauritz.com homepage.

12. The date of the last update of this privacy policy: 12.06.18