

## **APPENDIX D.1: PERSONAL DATA POLICY FOR APPLICANTS**

### **Processing of personal data in the recruitment process**

Compass Group Danmark A/S, Rued Langgaards Vej 8, 1st Floor, 2300 Copenhagen S is the data controller for processing the information contained in job applications or that is collected as part of the employment process.

As part of Compass Group's recruitment, the company processes any information contained in a job application, such as your name, address, date of birth, telephone number, e-mail address, social security no., education, professional experience, etc. That is to say, in principle, only general data. We recommend that you do not include sensitive data, such as information related to your health, race, religion, trade union membership, criminal convictions etc. in your job application. If it becomes necessary for Compass Group to collect and process sensitive data, e.g. your criminal record, this will only be done after we have received your prior consent.

### **When we receive your job application**

In the recruitment process, the information contained in your CV and other attached documents will be registered.

We refer to Article 6 (1)(b) of the General Data Protection Regulation (GDPR) as our legal basis for processing the personal data that you have submitted to us for the purpose of being employed.

### **We consider your job application**

We consider each job applicant's qualifications in relation to the vacant position. Once we have read the applications, we will invite candidates to a job interview.

### **When we have invited you to a job interview**

We will request further information from you in connection with the job interviews, which we record for use in the continued recruitment process.

We refer to Article 6 (1)(b) of the GDPR as our legal basis for processing the personal data that you have provided for the purpose of being employed.

### **Storage and erasure**

If your job application is rejected, you can consent for Compass Group to save your application and information for up to six months, in case another position arises that we believe fits your profile. If this is the case, Compass Group may contact you for the purpose of filling this position.

Your application will be deleted after 6 months, unless you have given permission for Compass Group to save your application for a longer period of time.

If you are offered employment with Compass Group, we will save the information that you provided as part of the recruitment process in your personnel folder in Sympa. Compass Group processes information on our employees according to our “Personal data policy for employees”.

## **Your rights**

According to the General Data Protection Regulation (GDPR) and the Danish Data Protection Act, you have a number of rights in relation to how we process your personal data. If you want to exercise your rights, please contact us.

Send your enquiry to [persondata@compass-group.dk](mailto:persondata@compass-group.dk).

Your rights are as follows:

### The right of access by the data subject, Article 15

You have the right to access any data that we’re processing on you.

### The right to rectification, Article 16

You have the right to have any incorrect data that we’re processing on you corrected.

### The right to erasure, Article 17

In exceptional circumstances, you have the right to have any data that we’re processing on you erased, prior to the expiration of the legally required time frame for retaining data.

### The right to restriction of processing, Article 18

In certain circumstances, you have the right to have the processing of your personal data restricted. If you exercise this right, we may only process your data – except from storage – with your consent, or when it is required for the establishment, exercise or defence of a legal claim, or to protect the rights of another person, or for reasons of important public interest.

### The right to object, Article 21

In certain cases, you have the right to object to our otherwise lawful processing of your personal data. You can also object to the processing of your personal information for direct marketing purposes.

### The right to data portability, Article 20

In certain cases, you have the right to receive a copy of your personal data in a structured, commonly used and machine-readable format, as well as to have this information securely transferred from one data controller to another.

### The right to complain

If you are dissatisfied with the way that we process your personal data, you have the right to submit a complaint to the Danish Data Protection Agency. You can find the Danish Data Protection Agency's contact information at [www.datatilsynet.dk](http://www.datatilsynet.dk).

### **Processing your enquiry**

If you exercise your right to access, Compass Group will generally seek to answer your request within one month. If your request is complicated, Compass Group can extend the deadline for response by two months. If your deadline for response is extended, you will receive a notification of this within one month from receiving your original request. If we require clarification of your request, the time spent waiting for your reply could impact the administrative processing time and thus extend the deadline for response. If your request appears to be obviously groundless or excessive, we reserve the right to reject your request or charge a fee for the processing. If we reject your request or decide to charge a fee, we will immediately inform you of this before we take action.

### **Protection of your data**

Compass Group has taken a number of technological and organisational security precautions to protect your personal data from manipulation, loss etc. as well as attempts from unauthorised users to gain access to our applicants' information. This information can only be accessed by Compass Group employees who need to do so for their work. Compass Group's security procedures are continuously revised based on the newest technological developments.