

## Accountability – during recruitment

### Processing of personal data during recruitment

The purpose of collecting personal data about you during the recruitment process is to evaluate whether you are a suitably qualified candidate for a vacant position with VikingGenetics. When you apply for a position with us, we obtain and process various personal data on you. As such, we are the data controller for the personal data we process about you.

In association with the recruitment process, we process general personal data about you, but we may also process specific personal data, your social security number, or information on criminal offences. You can read below more about the information we process about you when you apply to join our company.

### When we receive your application

As part of the recruitment process, we register personal details included with your application, CV and other attached documents. This will typically include the following information: Name, address, date of birth, gender, phone number, email address, social security number, marital status, education, career history and driving licence details. We base this on GDPR Article 6 (1) (b), with regard to personal data, that you have personally sent to us with a view to becoming an employee.

### We evaluate your application

We specifically evaluate the qualifications of each individual application in relation to the vacancy in question. When we have read the applications, we select candidates for interview(s). Candidates, that are not invited to an interview, will be notified of this.

### When we have selected you for an interview

In association with job interviews, we obtain additional information about you, for use in the ongoing recruitment process. We base this on GDPR Article 6 (1) (b), with regard to personal data, that you have personally provided with a view to becoming an employee.

### Storage and deletion

If you do not receive an offer of employment, we delete the data we have registered about you, within six months. However, we delete the results of your personality test shortly after we have notified you of your application being declined. If you become an employee, we save the information that was part of the recruitment process, in your personal folder.

### Your rights

You have various rights under GDPR. Please contact us if you wish to exercise your rights.

#### The right of access, Article 15

You have the right to access the information we process about you, plus various additional data.

#### Right to rectification, Article 16

You have the right to get incorrect information about you corrected.

#### Right to erasure, Article 17

In specific cases, you have the right to have information about you deleted, before the time our general deletion is due.

#### Right to restriction of processing, Article 18

In certain cases, you have the right to have the processing of your personal data restricted. If you have the right to restricted processing, we may only then be able to process data - other than storage - with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.

#### Right to object, Article 21

In certain cases, you have the right to object to our otherwise legal processing of your personal data.

The right to data portability, Article 20

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance. You can read more about your rights in the national data protection authorities' guides to the rights of persons registered at:

- Denmark: Datatilsynet [www.datatilsynet.dk](http://www.datatilsynet.dk).
- Sweden: Datainspektionen [www.datainspektionen.se/](http://www.datainspektionen.se/)
- Finland: Office of the Data Protection Ombudsman [www.tietosuoja.fi](http://www.tietosuoja.fi)

### **Complaints to the national data protection authorities**

You can complain about how we process your personal data to the national data protection authorities:

- Denmark: Datatilsynet [www.datatilsynet.dk](http://www.datatilsynet.dk).
- Sweden: Datainspektionen [www.datainspektionen.se/](http://www.datainspektionen.se/)
- Finland: Office of the Data Protection Ombudsman [www.tietosuoja.fi](http://www.tietosuoja.fi)

For contact details go to the relevant website.