

INFORMATION FOR APPLICANTS

1. INTRODUCTION

Nordmark is consciously aware of the need to appropriately protect and process personal data. This also applies when sending a solicited or unsolicited application to the company.

The following is an overview of Nordmark's guidelines for the processing of personal data you provide when sending a solicited or unsolicited application to the company, or when you are accepted as part of the recruitment process to assess your suitability for a position at our company.

According to the General Data Protection Regulation (GDPR), Nordmark is considered the data controller of the personal data you give to the company. All the necessary contact information is found below:

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9300 Sæby
Bus. reg. no. DK26632773
Tel. +45 9846 9800
mail@nordmark.as
www.nordmark.as

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An der Baumrönne 16
27472 Cuxhaven
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2. PROCESSING OF PERSONAL DATA UPON RECRUITMENT

Nordmark processes your personal data in compliance with the applicable requirements (including security requirements) set out in the GDPR. Nordmark has adopted standard procedures for processing the personal data of applicants, and we regularly review recorded personal data and erase the personal data that is no longer relevant. The same applies to personal data that an applicant has requested to be erased and Nordmark has no further reason to process.

When sending an application to Nordmark and/or when you have been accepted as part of the recruitment process, you must provide a wide range of personal data. The personal data is collected to assess whether you are suitable for the position in question and to work at Nordmark. The data will not be used for any other purposes.

Therefore, only send the personal data that is necessary to assess your application. Do not, for example, send your civil registration number or a potential criminal record unless we specifically ask you to do so. If you voluntarily send us non-requested personal data, we will consider it as consent on your part to process such data about you.

2.1 Processing of personal data upon receipt of solicited job applications

In connection with solicited job applications, personal data provided in your application and related documents will be processed. Such data is typically your contact information, details of qualifications, experience, motivation for the application and your personal and professional qualities.

All provided personal data will be processed and saved for six months, after which they will be erased.

If we want to save your application and attachments, the documents will be saved for an additional 12 months, even if your application for an advertised vacancy is rejected. You will then receive an e-mail, which you must answer, should you wish to give us permission to do so.

2.2 Processing of personal data upon receipt of unsolicited job applications

Unsolicited job applications will always be answered with an acknowledgement of receipt. Thereafter, we will assess whether you should be called in for an interview, which of course also depends on whether we have any vacancies at the given time.

We will keep your application and related attachments on file for six months from the date of receipt, after which the documents will be erased unless you have been offered and have accepted a position with the company.

If you have been offered a job within six months of receipt of your application and if we want to save your application and attachments for an extended period, we will ask for your specific consent.

2.3 References

References will be obtained to the extent that they are necessary during the recruiting process. Your consent will always be requested before gathering references from former employers, including information about your job description, how you handled your duties and responsibilities and your interpersonal skills.

2.4 Health information

In some cases, it may be necessary and mandatory to disclose health information that is considered sensitive personal data. This applies if you have a disease that affects your working capacity/functional ability in relation to the position concerned. Such data will only be recorded with your consent or if the data falls under the Danish Act on Use of Health Data in the Labour Market's Section 2 and you are thus obliged to disclose the data to Nordmark. If Nordmark does not offer you a position, your health information will be erased along with the application and its attachments.

2.5 Subsequent employment

In the event of subsequent employment, all personal data provided during the recruitment process will be kept on file during your period of employment at Nordmark.

3. DISCLOSURE OF YOUR PERSONAL DATA

Nordmark will not disclose the personal data you provide in your application and its attachments to third parties or in connection with the recruitment process.

4. PERSONAL DATA AND SECURITY

Nordmark treats all personal information as confidential, and we have adopted a number of technical and organisational security measures designed to protect your personal data against

accidental or unlawful destruction or alteration and against unauthorised disclosure, abuse or other processing that violates the GDPR.

Daily backups are taken of all our electronic data, and we have protected ourselves by installing, for example, anti-virus software and firewalls. In addition, we have a range of physical security procedures, including restricted access, etc., and our premises are locked to prevent unauthorised access to areas containing physical or electronic data.

5. YOUR RIGHTS

The above describes the types of personal data that Nordmark processes about you, the reason for doing so and how long it is saved. We have a duty to inform you of this. If you have any questions or require additional information or insight into the personal data processed, please do not hesitate to contact Nordmark.

If you believe that we have processed your data inaccurately or it is misleading, you have the right to request rectification. When receiving such a request, we will consider whether the data is to be rectified.

Sometimes we have a duty to erase your personal data. For example, if we no longer have a purpose for processing the personal data or if you withdraw your consent and we do not have any other reason to process your personal data. You have the right to request erasure of your personal data or withdrawal of your consent at any given time.

In some cases, you have the right to object to the processing of your personal data. If we receive such an objection, we will assess whether we should limit the processing of your personal data, whilst we assess the objection. In some cases, you also have the right to receive your personal data in a machine-readable format (data portability).

If you wish to exercise these rights, you must send a request to Nordmark. You can contact Nordmark by sending an e-mail to the following email address: TJ@nordmark.as. In addition to the above, you can also complain to the Danish Data Protection Agency about the processing of your personal data.

If you have any questions regarding the processing of your personal data, please do not hesitate to contact Nordmark at the above e-mail address.