

# INFORMATION ACCORDING TO ARTICLE 13 GENERAL DATA PROTECTION REGULATION FOR APPLICANTS

## Information in accordance with Article 13 General Data Protection Regulation for Applicants (valid from May 25, 2018)

Compliance with data protection regulations is of great importance to our company. We would like to inform you below about the collection of your personal data by us:

### Responsible body:

The company named in the relevant job advertisement or, in the case of an unsolicited application, the company to which your application is addressed and SENTEC AS with its personnel department as the central service provider for recruiting processes is responsible for data collection and processing.

### Data we need:

During the application process we process data from you, which we need in the context of the application procedure. This can be contact data, all data related to the application (curriculum vitae, certificates, qualifications, answers to questions, etc.) as well as bank account data (e.g. to reimburse travel expenses if agreed). The legal basis for this results from Art. 6 para. 1b of the General Data Protection Regulation (GDPR).

### Data erasure:

If no legal retention period exists, the data will be deleted as soon as storage is no longer necessary or the legitimate interest in storage has lapsed. If there is no recruitment, this is usually the case no later than six months after completion of the application procedure.

In individual cases, individual data may be stored for a longer period (e.g. travel expense reports). The duration of the storage then depends on the legal storage obligations, e.g. from the Value Added Tax Act (7 years).

If you have not been hired but your application is still of interest to us, we will ask you whether we may keep your application available for future appointments.

### Confidential treatment of your data:

Your data will of course be treated confidentially and will not be passed on to third parties. Within the SENTEC AS Group, SENTEC AS provides central personnel and IT services for affiliated companies. For this purpose, your data may be transmitted to SENTEC AS.

If necessary, we use strictly instruction-bound service providers who support us, for example, in the areas of EDP or archiving and destruction of documents and with whom separate contracts for order processing have been concluded.

### Your privacy rights:

As a data subject, you have the right to obtain information about personal data concerning you and to have incorrect data corrected or deleted if one of the reasons stated in Art. 17 GDPR applies, e.g. if the data are no longer required for the purposes pursued.

There is also the right to restrict processing if one of the conditions set out in Article 18 DSGVO applies and, in the cases set out in Article 20 GDPR, the right to data transferability (i.e. the right that you can transfer the personal data you have provided freely to another person responsible or - if this is technically possible - that the data are transferred directly by us to another person responsible, provided that the processing of this data is supported by automation.

Any data subject has the right of appeal to a supervisory authority if he or she considers that the processing of data concerning him or her is in breach of data protection legislation. The right of appeal may be exercised in particular before a supervisory authority in the Member State of residence or employment of the person concerned or the place of alleged infringement.

**Contact for data protection related inquiries:**

Please contact the SENTEC AS Compliance Office for any data protection related inquiries, requests for further information or complaints:

**SENTEC AS**

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