

	Privacy policy - recruitment	Document date:	2019-02-26
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## 1 PRIVACY POLICY - RECRUITMENT

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Thank you for applying for a job with XO CARE A/S ("XO CARE").

As part of our recruitment process, we will process your personal data, as set out in this privacy policy. XO CARE is data controller with respect to the personal data collected and processed as part of the recruitment process.

In order to evaluate your application, we will process the information, including the personal data, which you have disclosed in your job application and CV. We will also evaluate your performance and competencies during potential interviews. The legal basis for our processing of your personal data is your request for our evaluation of your application and CV prior to the potential execution of an employment contract in accordance with the General Data Protection Regulation article 6(1)(b).

Further, we might search the internet for relevant and available information, hereunder also content from social media and will typically involve information regarding your previous jobs, activities, competencies, performance, as well as your general appearance.

If the job position requires you to complete personality tests or similar you will be informed hereof when we have processed your application. The results of such tests will be treated confidentially but will be included in our evaluation of your application. Our legal basis for such processing of personal data is the General Data Protection Regulation article 6(1)(b).

As part of our evaluation of you and your application, we may wish to take references from your previous and/or current employers. We will only take up references from persons you have explicitly stated in accordance with the General Data Protection Regulation article 6(1)(f) or if you have consented hereto in accordance with the General Data Protection Regulation article 6(1)(a).

If the position in question involves financial responsibilities (e.g. bookkeeping or accounting), we might – after a concrete assessment – collect information about your credit rating. Our legal basis for such processing of personal data is the General Data Protection Regulation article 6(1)(f).

We recommend that you do not disclose sensitive personal data, such as information revealing racial or ethnic origin, religion, trade union membership, sexual orientation, health, etc. in your application. In the unlikely event that a certain health condition is required for the ability to perform the duties related to the position in question, we might – after a concrete assessment – request health information from you. In such case we will ask for your consent, whereas our legal basis for such processing of personal data is the General Data Protection Regulation article 9(2)(a).

If you are offered a position with XO CARE, your application and additional personal data obtained during the recruitment process will become part of your employee file.

If you are not offered a job, we will store your application and any additional personal data obtained during the recruitment process for a period of 6 months following our rejection unless you have provided your consent to the storage hereof for a longer period.

Any consent that you may have provided during the application and/or recruitment process may be withdrawn at any time by contacting us.

If your personal data is transferred to data controllers or data processors which are located in countries outside the EU/EEA, including group entities, not ensuring an adequate level of data protection, such transfer will be safeguarded by the EU Commission's standard contractual clauses.

You have a right of access to the personal data processed about you, subject to certain statutory exceptions. Furthermore, you can object to the collection and further processing of your personal data. In addition, you have the right to request that any processing is limited, that your personal data is corrected, if necessary, or under certain circumstances deleted.

In certain situations, you may also request that we provide you with an overview of your personal data in a structured, commonly used and machine-readable format and request us to transmit such data to another data controller.

If you want to exercise any of your rights, if you have any questions regarding this privacy policy or have any complaints regarding the processing of your personal data, please do not hesitate to contact Thomas Brogaard on +45 26 16 76 16 or [thb@xo-care.com](mailto:thb@xo-care.com). You can also file a complaint with your local data protection authorities in Denmark: Datatilsynet, Borgergade 28, 5, 1300 København K, phone no. +45 33 19 32 00, e-mail [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk).