Privacy Policy - Recruitment - Polaris

Thank you for applying for a job with Polaris Management A/S ("Polaris").

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

In order to evaluate your application, Polaris will process the information, including the personal data, which you have disclosed in your job application and CV. Polaris 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, Polaris 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 Polaris has 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).

Polaris may also request that you provide Polaris with a copy of your criminal record depending on the position for which you are applying. Such information will also be treated confidentially. In such case Polaris will ask for your consent, whereas our legal basis for such processing of personal data is the General Data Protection Regulation article 6(1)(a).

As part of our evaluation of you and your application, Polaris may wish to take references from your previous and/or current employers. Polaris will only take up references if you

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have consented hereto. In such case Polaris will ask for your consent, whereas our legal basis for such processing of personal data is the General Data Protection Regulation article 6(1)(a).

If the position in question involves financial responsibilities (e.g. bookkeeping or accounting), Polaris 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).

Polaris recommends 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, Polaris might – after a concrete assessment – request health information from you. In such case Polaris 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 Polaris, 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, Polaris 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 Polaris.

Your personal data may be shared with Polaris portfolio companies if relevant. Such portfolio companies include companies situated in countries outside the EU/EEA which may not ensure an adequate level of data protection as countries within the EU/EEA. In such case, the transfer will be based on the EU Commission's Standard Contractual Clauses in order to ensure an adequate level of data protection with respect to such transfers.

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 Polaris provides you with an overview of your personal data in a structured, commonly used and machine-readable format and request Polaris to transmit such data to another data controller.

If you want to exercise any of your rights or if you have any questions regarding this privacy policy or the processing of your personal data, you may contact our HR Controller at <u>vmh@polarisequity.dk</u>.

If you have any complaints regarding the processing of your personal data, please contact Polaris at <u>vmh@polarisequity.dk</u>. You may also file a complaint with the local Data Protection Agency (Datatilsynet), Borgergade 28, 5., 1300 Copenhagen K., tlf. 33 19 32 00, <u>dt@datatilsynet.dk</u>.

 \Box I hereby consent to the storage of my personal data collected during the recruitment process for a period of 1 year from the time of my application in order to be considered for other available positions within Polaris. You may at any time withdraw this consent.

Place:

Date:

Name

Please return the signed document to <u>vmh@polarisequity.dk.</u>

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