

Privacy Policy for Recruitment – Candeno A/S

Last updated: 13 October 2026

1. Data controller

Candeno A/S is the data controller for the personal data we process when you apply for a job with us – for advertised positions as well as unsolicited applications.

- **Company:** Candeno A/S
- **Company reg. no. (CVR):** 39633914
- **Email:** compliance@candeno.com

This policy describes what data we collect, why, where it is stored and when it is deleted.

2. The personal data we process

We process the information you send us and the notes we make during the process:

- Name, email address, phone number and address
- CV, application and any attachments, such as diplomas and letters of recommendation
- Education, work experience and skills
- Notes from interviews and any test or case results
- References, if you have consented to us contacting them

Please do not send us sensitive information, such as data about your health, religion or ethnic origin, or your national identification number. If we receive such information anyway, we delete it unless it is necessary for the assessment.

3. Purpose and legal basis

We use your data to assess your application and carry out the recruitment process.

- **Article 6(1)(b) GDPR:** processing is necessary to take steps at your request prior to entering into a possible employment contract.
- **Article 6(1)(f) GDPR:** our legitimate interest in assessing candidates, including unsolicited applications, and in documenting the process.
- **Article 6(1)(a) GDPR:** your consent, when we contact references or keep your application longer than described below.

4. Hailey HR – where your CV and application are stored

We use the recruitment system Hailey HR, where CVs and applications are stored. Hailey HR processes the data as a data processor on our behalf and may only do so on our instructions, under a data processing agreement.

Only the employees involved in the recruitment – typically HR and the hiring manager – have access to your application.

5. Disclosure and transfers

We do not sell or disclose your data to anyone other than our data processors, including Hailey HR. The data is stored within the EU/EEA. Should a transfer outside the EU/EEA become necessary, it

will only take place on a valid transfer basis, such as the European Commission's Standard Contractual Clauses.

6. Retention and deletion

We delete CVs and applications 6 months after we have received them. This also applies to unsolicited applications.

- If you are hired, relevant information is transferred to your personnel file and processed under our employee privacy policy.
- If we wish to keep your application longer for future positions, we will ask for your consent first.

7. Your rights

You have the right to:

- access the personal data we process about you
- have inaccurate data rectified
- have your data erased
- have the processing restricted
- object to the processing
- receive your data in a structured format (data portability)
- withdraw your consent at any time, without affecting the lawfulness of processing before the withdrawal

You can lodge a complaint with the Danish Data Protection Agency (Datatilsynet, datatilsynet.dk). If you live or work in Sweden or Norway, you may also complain to the Swedish Authority for Privacy Protection (IMY, imy.se) or the Norwegian Data Protection Authority (Datatilsynet, datatilsynet.no).

8. Contact and changes

If you have questions or wish to exercise your rights, please write to compliance@candeno.com. We update this policy when our practices or the law change; the date at the top shows the latest version.