

## **Declaration of consent in connection with the creation of an application and CV in HR Manager**

I hereby give my consent that the personal data which I enter may be registered and used for recruitment purposes in BEC Financial Technologies a.m.b.a., Havsteensvej 4, 4000 Roskilde, Denmark, CVR no. 13088810 also having business activity in Poland through BEC Financial Technologies a.m.b.a. spółdzielnia z ograniczoną odpowiedzialnością, oddział przedsiębiorcy zagranicznego w Polsce, ul. Emlii Plater 53, 00-113 Warszawa, Poland, KRS no. 0000739094, NIP no. 1070041074. This is clarified below.

The declaration of consent covers:

- The personal data that you register in our CV database and which is collected by BEC as part of the recruitment process
- Our purpose with processing these data
- Information about who processes your personal data
- Other relevant information that makes it possible for you to protect your personal data

### **Personal data registered in our CV database**

If you apply for a job in BEC, you must register a body of personal data in our CV database as a part of your application. This applies both if you are applying for a specific job or lodging an unsolicited application. The information includes inter alia name, contact information, date of birth, training, and professional experience. You can also choose to inform us about professional, personal, and language skills. The personal data that you register may not contain sensitive data. You may, therefore, not provide us with information about ethnic origin, political, religious or philosophical beliefs, trade union membership, health, sexual relationships, or sexual orientation.

### **The purpose of processing personal data in the recruitment process**

The Recruitment Process in BEC typically consists of a screening of the application and CV, where we evaluate your skills in relation to vacant positions with us, initial interviews with a number of selected candidates and the second interview with top candidates. In some cases, we use personality tests and skills tests in connection with the second interview. You provide specific consent to these tests if it is relevant. We obtain a minimum of two references for the candidate to whom we offer the position. This takes place in agreement with the candidate, who will select his/her references. As a part of our security procedure, the candidate who is offered the job must upload a copy of his/her diploma and a copy of your passport, as well as he/she will be requested to provide a criminal record. In addition, we perform an economic background check. The processing of the mentioned personal data is necessary in order to meet the requirements for a potential employment contract.

BEC also uses your personal data, which you register in our CV database, to draw up statistics in an anonymous form. Processing of statistical information in anonymous form may also take place when your profile has been deleted in our CV database.

### **Limited access to your personal data**

BEC Financial Technologies a.m.b.a., Havsteensvej 4, 4000 Roskilde, Denmark is responsible for the processing of the personal data that you have registered in our CV database, and that your data will be processed in accordance with the objectives described above. There is limited access to these data, and it is only trusted employees in our People & Communications area as well as managers and employees with a mandate for recruitment in BEC, who gain access to your personal data. Your personal data will be processed as confidential. They will not be disclosed to third parties outside BEC unless recruitment for a

specific position occurs in cooperation with an external recruitment agency. When a recruitment is handled in cooperation with a recruitment agency, this will normally appear in the job posting and applications will typically be addressed directly to the recruitment agency responsible for the processing of your personal data.

### **Protection of your personal data**

Your personal data will be stored for six months from the date when you register your data in connection with an application. Then your personal data will automatically be deleted. If you lodge an unsolicited application, you will receive an e-mail four weeks prior to deletion about whether or not you wish to provide your consent that BEC may continue to store your personal data.

When you apply for a position via our CV database, your e-mail address will function as ID. In connection with this you must at the same time select a password so that you can get access to your personal data. In this way you can at any time change and update the information that you have registered as well as change your password. You can also delete your personal information by logging on to your profile and click "delete account". You can also send an e-mail to [support@hr-manager.dk](mailto:support@hr-manager.dk).

You have the right to access your data and the right to rectify, delete, limit the processing, the right to transfer the data, the right to object, the right to withdraw your consent at any time without affecting the lawfulness of the processing, which was carried out on the basis of your consent before its withdrawal. To process the consent withdrawal or any kind of other limitation of your data processing, please contact us by sending the e-mail request to the BEC recruiter that conducted your recruitment process. You can also log in to your HR Manager account [using this link](#) and delete the information you don't want to be longer processed by BEC.

You have the right to lodge a complaint with the Danish Data Protection Agency/President of the Office for Personal Data Protection in Poland if you believe that the processing of your personal data concerning you violates the provisions of the GDPR. Providing your personal data is voluntary. However, it is necessary to participate in the recruitment process, and failure to provide your personal data will result in you being unable to participate in the recruitment process.

### **Questions**

If you have questions about this declaration of consent, you are welcome to contact People & Communications at BEC at <mailto:loenhr@bec.dk> if you are applying for position located in Denmark, or at [becpolandhroperations@bec.dk](mailto:becpolandhroperations@bec.dk) if you are applying for position located in Poland. BEC's Data Protection Officer can also be reached via e-mail to People & Communications at these two e-mail addresses.