

Processing of personal data in the recruitment process

1.1. Introduction

- When you apply for a vacant job at Zealand Pharma A/S, please be aware that we as data controller register and collect information about you. The following describes how we process your application and what information we collect, including what practices we usually follow.
- Because we register your information electronically, you have some rights. We will inform you about these below.

1.2. Receipt of applications

- When we receive your application, you will receive a confirmation that we have received it. When we review the applications we select those who are invited for a personal interview. This choice is based on your qualifications in relation to the position or positions.
- Invitation for a personal interview will take place via e-mail or telephone.
- In order to process your application, we will register your name and date of your application in our IT system in connection with the receipt of your application. In addition, we will also process information about you that you have provided us with in connection with your application.
- Zealand does not accept unsolicited applications. If Zealand receives an unsolicited application, it will be stored for a maximum of 6 months after which it will be deleted.

1.3. Interviews

- In the recruitment process, we will conduct interviews focusing on your professional and personal skills, job challenges and Zealand as a workplace.
- We will note down some of the information obtained during the interview. It is only information relevant to the assessment of whether you are to be offered the position.

1.4. Obtaining information and references

- As part of the recruitment process, we will often seek additional information about the candidates whom we estimate are best qualified for the position. In this regard, we often seek relevant information from the Internet, including social media, to the extent possible. It may also be that we ask you to send us some more information.
- If we would like to seek information about you from your current or previous employer through reference retrieval, we will ask for your consent first. Specifically, you will be asked to sign a certificate of consent, which you subsequently will receive a copy of. If you do not consent, we will not collect reference information. However, please be aware that if you do not give your consent to reference retrieval, we may reject your application.



1.5. Use of personality test

- For some positions, we will use personality testing in the recruitment process. In this connection, you will be asked to sign a consent statement in which you agree to the test. The test results will be stored in your personnel file in accordance with our guidelines, if you are employed at the company. You will receive a copy of the test result.
- The consent is given in connection with the completion of the test. If you do not consent, please be aware that we may reject your application.
- The test is typically performed after we have completed the first interview with you. The purpose of the test is to illuminate your personal skills so that we have a starting point for a dialogue about your personal resources, strengths and weaknesses. The test is provided by our external partner Thomas International, who processes information about you on our behalf.
- The test will never stand alone, but will be included in the overall basis for the selection of the right candidate for the position.

1.6. Criminal record

- In connection with the recruitment process, we sometimes make use of criminal records. If we consider that it will be relevant to collect criminal records in relation to the position you have applied for, we will ask for your consent.
- Whether a criminal record is obtained depends on the specific position, including the responsibility and the powers that the position implies.

1.7. Health information

- In exceptional cases, we may ask you for information about your health. It may be relevant in situations where a disease will have a significant impact on your ability to perform in the position.
- If health information is considered necessary, we will indicate which diseases or symptoms of diseases for which information is required. Of course, we respect the limits and limitations set forth by the Health Information Act in this regard.

1.8. Credit information

- If you are applying for a particularly trusted position such as for example a position as a financial manager or accounting and bookkeeping tasks, we will obtain information about your credit rating from a credit bureau.



- If information about your creditworthiness is obtained, we will notify you separately, including that you have been checked by a credit bureau and any subsequent retention of credit information.

1.9. Further steps

- Applicants who have been invited for a personal interview will receive an answer either per e-mail or by telephone. Once we have filled the position, we will send a written rejection to all rejected applicants.
- If you become employed by Zealand, the information we have received and processed in connection with the recruitment process will be stored in your personnel file in accordance with our guidelines. You will then be informed of our personal data policy, which is available on our intranet.
- If your application is rejected, we will delete the information that we have received and processed in connection with the recruitment process as soon as possible - and no later than 6 months after you have received the rejection.

1.10. Information about your rights etc.

- According to the general data protection regulation, you have some rights in connection with our processing of your application and your personal information, as this is largely done electronically.

You have the right to

- know that we have gathered information about you and stored it in our IT-system,
 - know what kind of information about you we have gathered and used in our processing of your application,
 - see the information and
 - ask of us to correct or delete information etc., if you believe it is incorrect.
- Personal data that is gathered as part of the recruitment process, will be treated with the required security and confidentiality, and the information will be available only to a limited number of employees for whom access to personal information is necessary and relevant, including any future managers and HR staff.
 - You can read more about the general data protection regulation and your rights on the Danish Data Protection Agency website - www.datatilsynet.dk.