

Privacy Notice for Job Applicants

Copenhagen Offshore Partners ("COP") is committed to leading a quality recruitment process that is transparent and responsive to candidates' privacy and needs.

When a candidate submits an application, CV, and/or other relevant documentation and data, COP will process the personal data to assess whether the candidate is the match for a position with us. COP will thus be the data controller for this information in accordance with the EU General Data Protection Regulation ("GDPR").

COP is obligated to protect personal data and we aim to make candidates feel safe throughout the recruitment process and in accordance with this privacy notice and applicable legislation.

Applying for a position at COP

When applying for a position at COP, we will collect and process a candidate's submitted information in order to take steps prior to entering into a contract (Article 6(1)(b) GDPR). Typically, the information we collect includes identity and contact information (such as names, address, telephone numbers and e-mail address), diplomas, information on your educational background and on current and previous occupation.

Some jobs at COP may have special requirements (e.g., a demand for a clean criminal record, certain health requirements in relation to a specific task, a driver's license, covid vaccination). In this case, COP will ask for this information specifically and process it accordingly.

COP seeks to fill all positions with the best candidates possible based on an overall view of academic, personal qualifications, and organizational fit, regardless of gender, age, race, religion, or ethnicity. Furthermore, the Danish Non-Discrimination Act prohibits any discrimination due to age, gender, disability, race, color of skin, religion, political view, sexual orientation or national, social or ethical origin. Therefore, COP encourages candidates to avoid providing any sensitive information on their applications such as the ones mentioned above, as well as to delete any personal identification numbers when submitting proofs of exams or any other transcripts.

COP may only ask for references in the last stages of the recruitment process and with the candidates written consent. Consequently, there is no need for you to provide any information related to your references' contact details unless specifically required to. Here COP relies on Article 6(1)(f) GDPR, as it is a legitimate interest of COP to evaluate and manage our recruiting process, including to assess and confirm suitability for employment. It is the candidate's responsibility to let their references know about the processing of their personal data.

COP will use a candidate's information to assess whether we would like to offer or explore to create a position, and to communicate with the candidate about recruitment.

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To ensure a professional and fair treatment of all candidates, applications to vacant positions or unsolicited applications may only be received through COP's website, which serves as a single entry point to ensure that all data is stored securely and is accessible only to relevant hiring managers. In the case of sending an application by e-mail, candidates will be encouraged to do so via COP's website and the original unsolicited e-mail will be irrevocably deleted.

Securing personal data

COP limits access to applications beyond our HR department and the direct hiring managers, who receive electronic access to applications for a limited period of time. Once this timeframe has ended, access to all COP employees outside our HR department will be closed. Any enquiries from a candidate about a position are treated confidentially and will only be shared with the relevant hiring manager(s).

COP is using precautionary measures to protect personal data against manipulation, loss, destruction and against other people lawfully obtaining access to your information. COP's safety procedures are continuously revised, based on the latest technological development.

For the purposes of processing personal data from candidates, COP engages with the services of Talentech A/S, who acts as a data processor on behalf of COP. All the data being processed for recruitment purposes is kept within the EU/EEA.

Special circumstances

In certain cases, COP may pass on a candidate's personal information that we are processing to: (i) our clients, (ii) suppliers of personality tests, or (iii) if required, with public authorities according to applicable law.

Passing on the personal data will be to the extent and to those for whom it is necessary in order to complete the recruitment process. Candidates will be informed and asked for their approval in advance regarding what personal data will be shared with external parties and specifically to whom in each situation, prior to any data sharing.

Retention and deletion of personal data

Candidates' information and personal data will be stored for a period up to 12 months following the date of application submission. This period can be renewed for the same length if a candidate gives their consent to extend it after receiving an e-mail 4 weeks before the end of the first period. Otherwise, all the data related to a candidate's job application will be deleted.

If COP hires a candidate, their information will be filed in accordance with our personal data policy for employees, which will be shared with the candidate in the future.

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Exercising your rights

According to the GDPR and the Danish Data Protection Act, candidates have the right to know which information COP is processing in relation to their application. If a candidate's information is incorrect or misleading, COP will correct the information, and the candidate has the right to ask COP to correct, block or delete the information. Furthermore, at any time, a candidate can object or restrict their information from being the object of further processing.

If a candidate wants to access the information COP is processing in relation to their future role in COP, we invite candidates to submit an [Information Request](#), or to contact us at:

Copenhagen Offshore Partners A/S
CVR no. 36914793
Amerika Plads 29, st.
2100 Copenhagen Ø
Denmark
gdpr@cop.dk

Candidates also have of the option to file a formal complaint to the Danish Data Protection Agency at dt@datatilsynet.dk. Additional information can be found on the website of the Danish Data Protection Agency.

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