

## Privacy Policy for job applicants

(See Novonesis' general Privacy Policy [here](#)).

At Novonesis, your privacy is important to us, and we are committed to protecting your personal data. This policy outlines how we use your data when you apply for a job or an educational, graduate, or similar program with us.

We handle your personal data in accordance with the law. Specific laws may differ based on the region/country in which you apply for a job. Please read this Privacy Policy carefully. If you give consent, it will allow us to process your data for the purposes described herein. Without your consent, we are not able to proceed with your application.

By accepting this Privacy Policy, you confirm that you understand and agree with its content.

## Data controller information

Novonesis (“*Novonesis*”, “*we*”, or “*our*”) is a global company with affiliates worldwide. You can find links to a list of all Novonesis entities and their locations [here](#).

This Privacy Policy applies to the entire Novonesis Group. So, when we refer to “*Novonesis*”, “*we*”, “*us*” or “*our*” herein, we refer to the relevant Novonesis company that is handling your data.

When you apply for a job, the specific entity where you submit your application, will be responsible for processing your data.

The main office in charge of our global recruitment system is Novozymes A/S, part of the Novonesis Group, located at Krogshoejvej 36, DK-2880 Bagsvaerd, Denmark.

## Description of the processing of your personal data

When you apply for a job at Novonesis, we use your personal information to manage your application and assess if you are a good match for the position.

## Categories of personal data collected.

When you apply for a job at Novonesis, we collect and process your personal information to assess your application. Here is a list of information that we might gather in the process: In the table below, we have included the main categories of personal data we process as part of recruitment in general and a more detailed description of the specific purposes. The data is processed on the basis of your consent or to comply with obligations in the law.

In EU and UK, the legal basis for such processing of your personal data is the EU General Data Protection Regulation no. 679/2016, art. 6, 1 (a) (consent) or art. 6, 1 (c) (compliance with law), as further detailed in the table below.

Purpose	Categories of data
<p><b>Identification and contact details</b> We collect these details to be able to ensure correct identification and to communicate with you regarding your application process. This includes sending notifications about job openings, scheduling interviews, and providing updates on the status of your application.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Home address</li> <li>• Phone number</li> <li>• E-mail</li> </ul>
<p><b>CV and/or resume</b> This information helps us to evaluate your fit for the role you have applied for. It allows us to assess your experience, skill set and qualifications in relation to the job requirements.</p>	<ul style="list-style-type: none"> <li>• Skills</li> <li>• Qualifications</li> <li>• Work history</li> <li>• Education</li> </ul>
<p><b>Personality test</b> (if relevant for the position) These results help us understand your behavioral traits and characteristics. This information can be a supplement to the assessment of whether your personality is a good fit for the job role and the culture in Novonesis.</p>	<ul style="list-style-type: none"> <li>• Results from personality tests</li> </ul>
<p><b>Other tests</b> (if relevant for the position) Depending on the role, applicants may be required to complete additional tests or assessments. The results help us assess a candidate's suitability for specific roles.</p>	<ul style="list-style-type: none"> <li>• Technical skills test</li> <li>• Cognitive ability tests</li> <li>• Job simulation exercises</li> </ul>
<p><b>Background check details</b> (if relevant for the position) Where relevant and appropriate, background checks are performed to ensure appropriate vetting, including right to work verification, relevant education and employment history and other specific qualifications in accordance with requirements of advance notice/consent. See more below under *Background check</p>	<ul style="list-style-type: none"> <li>• Identification and contact information</li> <li>• National identifiers</li> <li>• Recruitment and application details</li> <li>• Information about criminal matters</li> </ul>
<p><b>Health information</b> (If they are provided voluntarily and on your own initiative, and are otherwise relevant to the position)</p>	<ul style="list-style-type: none"> <li>• Health information</li> <li>• Information about disabilities</li> </ul>
<p><b>Specific personal information required by law in specific countries, e.g. under anti-discrimination legislation</b> (only if applicable in your country or region) We collect this data to comply with applicable laws and regulations, such as equal opportunity employment and anti-discrimination laws. It also helps us provide necessary accommodations during the recruitment process and potential future employment. Finally, it helps us to track progress towards diversity and inclusion goals.</p>	<ul style="list-style-type: none"> <li>• Disability status for government reporting requirements</li> <li>• Veteran status</li> </ul>
<p><b>Any licenses or certifications needed for the job</b> (if relevant)</p>	<ul style="list-style-type: none"> <li>• Driving license certificate</li> <li>• other licenses/certifications</li> </ul>

<p>If certain licenses or certifications are required for the position, we collect this information to verify that you meet these essential qualifications.</p>	
<p><b>Other personal details useful for our statistics</b> We collect these details to analyze our recruitment practices and ensure diversity and inclusion. This data helps us monitor our compliance with equal opportunity laws and internal policies.</p>	<ul style="list-style-type: none"> <li>• Gender</li> <li>• Nationality</li> </ul>
<p><b>Languages you speak</b> Knowing the languages, you speak helps us understand your communication skills better. It can be particularly important for roles that require multilingual skills or involve working in international teams.</p>	<ul style="list-style-type: none"> <li>• Languages you speak</li> </ul>
<p><b>References</b> This can provide insights into your past performance and professional conduct. We will not reach out to your former employers unless you have given your specific consent.</p>	<ul style="list-style-type: none"> <li>• Contact information on former managers, colleagues or other relevant contact persons</li> <li>• Notes taken by hiring manager during reference calls</li> </ul>
<p><b>Eligibility information</b> This data is crucial to ensure the applicant is legally allowed to work in the specific country where the job is located. This helps us to comply with local immigration and employment laws</p>	<ul style="list-style-type: none"> <li>• Visa status</li> <li>• Other proof of eligibility</li> </ul>
<p><b>Prospect</b> In the event that you have previously engaged with one of our recruiters, either in person at a networking event or online (e.g. via LinkedIn), or if you have been referred to us by someone within Novonesis, we may use your personal information to contact you regarding relevant job opportunities. Specifically, we may send you an email inviting you to apply for a specific job opening, or to inform you about future job openings that may be of interest to you.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> </ul>
<p><b>Other personal information</b> Any additional personal information you provide that can better help us understand your profile, career aspirations and potential fit with Novonesis. It can also be used to comply with any legal obligations or specific requirements related to the role.</p>	<ul style="list-style-type: none"> <li>• Any other additional personal information provided in the CV, resume and other documents</li> </ul>

Please avoid including details about race or ethnic origin, religious, philosophical, or political beliefs, sexual orientation or union memberships in your application or other documents. Also, please do not include your social security number or civil registration number.

We process your data based on your request to assess your application and CV, and your consent for specific processing activities.

Background check

For some roles, Novonesis conducts a background check. This background check may include your identity, references, CV, academic and professional qualifications, and criminal records. We will always ask for your consent before initiating this check.

## Data security and confidentiality

We are committed to keeping your personal data safe. We follow applicable privacy and data protection laws and require our service providers to do the same. We have implemented technical and organizational measures to safeguard your data from risks like destruction, loss, alteration, unauthorized access.

Your data is treated confidentially and stored in secure IT systems. Our recruitment systems database, hosted externally in the EU/EEA, holds your personal information.

To further protect your data, we advise you to choose a secure password.

## Disclosures of your personal data

Your data may be shared with other Novonesis' affiliates or trusted third-party service providers, both within and outside the European Economic Area ("EEA"). This means your data could be processed in countries with different data protection laws. Rest assured; we ensure these parties provide sufficient data protection. A list of third-party service providers is available upon request.

## Retention of your personal data

We retain relevant data after the recruitment process to consider you for future opportunities and to maintain a record of our recruitment process. The retention period varies depending on the country/region in which you have applied for a job.

If you are hired, your application and other personal data collected during the recruitment process become part of your employee file. If not, we keep your application and related data for the below mentioned retention periods, unless you agree to a longer period. Specific retention periods are as follows:

**Denmark:** 6 months

**United States:** 3 years (to comply with US laws)

**North and Latin America:** 3 years

**Other countries:** 1 year unless local requirements dictate otherwise.

For further information, please contact us (see below).

The retention period commences from the time the recruitment process has concluded and a successful candidate has been selected and hired for the position.

You can request us to delete your data at any time, see further instructions and guidance immediately below.

## Your data - your rights

In general, you have the following rights:

**The right to information and access.** You have the right to ask us for information about, or access the personal data, we process about you. One way to find out what information is registered about you is to log into your account and see what information is registered about you in our recruitment system.

**The right to object.** You have the right to object to our processing of your personal data. This means that you can stop or prevent us from using your personal data. However, it only applies under certain circumstances, and we may not need to stop processing your personal data if we have legitimate reasons to continue using them.

**The right to rectification.** At any time, you may correct and update your candidate profile.

**The right to request deletion.** You are entitled to request that we delete your personal data. Please follow the instructions on the portal or send an email to [privacy@novonesis.com](mailto:privacy@novonesis.com).

**The right to withdraw consent.** At any time, you may choose to withdraw your application for a specific job opening. You can do this electronically until the interview stage in the recruitment process. After the interview stage, please be referred to the recruiter.

**You also have the right to complain.** If you have any complaints regarding our processing of your personal data or you would like to update, change or request a deletion of your data, please specify your request by sending an email to [privacy@novonesis.com](mailto:privacy@novonesis.com).

You may also lodge a complaint with your local data protection supervisory authority. The list of competent authorities in the EU can be found [here](#).

## Contact

For questions about this Privacy Policy or requests related to your personal data, please do not hesitate to contact us.