

MARCH 2024

PRIVACY NOTICE FOR JOB APPLICANTS

THE NOVO NORDISK FOUNDATION

This Privacy Notice explains how The Novo Nordisk Foundation (hereinafter “the Foundation”, “we”, “us” and “our”) processes your personal data in connection with handling of job applications. Our processing of your personal data is carried out in accordance with the European Union General Data Protection Regulation (GDPR) and the Danish Act on Data Protection.

DATA CONTROLLER

The entity responsible for the processing of your personal information is:

The Novo Nordisk Foundation
Tuborg Havnevej 19
DK-2900 Hellerup
Denmark
CVR no. 24257630
E-mail: persondatannf@novo.dk
Telephone: +45 35 27 65 00

DESCRIPTION OF THE PROCESSING

Purpose	Categories of personal data and the legal basis for the processing	Source of the personal data	Recipients	Data retention
<p>Process job applications: Inform you about job openings matching the job profile you have created through our recruitment portal and to assess your skills, qualities and qualifications in order for us to determine if we can offer you a job with our company (the “Purpose”)</p>	<p>We will process the following categories of personal data for the Purpose based on your consent, cf. Article 6.1.a of the GDPR:</p> <ul style="list-style-type: none"> • information about and obtained from references <p>We will process the following categories of personal data for the Purpose based on our legitimate interests, cf. Article 6.1.f of the GDPR, in being informed about who you are, as you are seeking a job with us, and to be able to assess the merits on which you are applying, to determine whether you are suitable for a position. We have assessed that our legitimate interests override your interests or fundamental rights and freedoms:</p> <ul style="list-style-type: none"> • Name (including maiden name and surname), e-mail, telephone details, home address, date of birth, gender, marital status, nationality, citizenship, photograph, CV information, previous employment background, educational history, professional qualifications, language and other relevant skills, details on performance management ratings, personality test results, development plan, willingness to relocate, other employment 	<p>We collect your personal data from the following source(s):</p> <ol style="list-style-type: none"> a) directly from you, such as through the application process or other forms or information you provide to The Novo Nordisk Foundation in connection with your employment, partnership, consultant work etc.; b) from group entities such as through the application process or other forms or information you provide to the partner entity or subsidiary in connection with your employment, partnership, consultant work etc.; c) during your activities in the course of your employment, partnership, consultant work, such as through your performance and interaction with other employees, customers, or other individuals; d) from third parties which may include, but is not limited to: <ol style="list-style-type: none"> a. references; b. former employers; c. external recruiters 	<p>We share your personal information with:</p> <ul style="list-style-type: none"> • Suppliers and vendors that we work with to assist our company (as an example meaning technical support, and financial institutions); • Group entities; • Public authorities. 	<p>Information about candidates not hired is stored for six months after rejection, if the candidate has given his consent to be contacted in case of other relevant job openings.</p> <p>If you are hired for the position, the information will be transferred to your HR file and processed in accordance with the Privacy Notice for HR Administration.</p>

TRANSFERS TO COUNTRIES OUTSIDE THE EU/EEA

In some cases, we will be transferring personal data to the countries outside the EU/EEA, including:

- The Philippines

The countries may not have been deemed by the Commission of the European Union to have an adequate level of protection of personal data. We will ensure a legal basis for the transfer, e.g. by providing appropriate safeguards for the transfer through the use of "Model Contracts for the Transfer of Personal Data to Third Countries", as published by the Commission of the European Union. You may obtain a copy of the means to provide appropriate safeguards contract/agreement by contacting us at persondatannf@novo.dk.

YOUR RIGHTS

You have the following rights:

- You have the right to request access to and rectification or erasure of your personal data.
- You also have the right to object to the processing of your personal data and have the processing of your personal data restricted.
- In particular, you have an unconditional right to object to the processing of your personal data for direct marketing purposes.
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent. You may withdraw your consent by contacting us at persondatannf@novo.dk.
- You have the right to receive your personal information in a structured, commonly used and machine-readable format (data portability).
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency.

There may be conditions or limitations on these rights. For example, you may not have the right to data portability in certain circumstances depending on the data format and processing activity.

You may take steps to exercise your rights by contacting us at persondatannf@novo.dk.

Last updated 15 March 2024