

# Ambu Recruitment Privacy Statement

Thank you for applying for a position at Ambu.

Ambu A/S, Baltorpbakken 13, 2750 Ballerup, Denmark, and its affiliated subsidiaries and companies (referred to as “Ambu”, “we” and/or “our”) will take care of your personal data and process your personal data pursuant to what is set forth in this privacy statement and in accordance with any applicable legislation in the country of the Ambu entity who holds the position you apply for.

## 1. Data Controller

The Ambu entity(ies) who hold(s) the position(s) you apply for, or that interact with you about a position, is the data controller(s) with respect to the personal data collected and processed as part of the recruitment process.

Contact information on Ambu A/S and the applicable Ambu entity(ies) can be found on the following link: [Ambu Addresses](#)

## 2. Contact Ambu regarding processing of personal data

Should you have any questions or inquiries in relation to the processing of your personal data, you may contact the applicable Ambu entity.

Contact information of the applicable Ambu entity can be found on the following link: [Ambu Addresses](#)

## 3. Description of processing of your personal data

### 3.1 Evaluation of a prospective job opening

To evaluate your potential for a prospective job opening at Ambu, we will process information, including personal data, which you have disclosed in your job application, CV, and any other documentation provided by you. We recommend that you do not disclose sensitive personal data, such as information revealing racial or ethnic origin, religion, trade union membership, sexual orientation, health, etc. in your application.

The basis for our processing of your personal data is Article 6(1)(b) of the GDPR, as the processing of personal data will be necessary to take steps at your request for our evaluation of your application and CV prior to the potential execution of an employment contract.

Processing may also be necessary to fulfil and protect the legitimate interest of Ambu pursuant to Article 6(1)(f) of the GDPR.

If you provide any sensitive personal data in your job application, the legal basis for processing the sensitive personal data will be Article 9(1)(b) (including any applicable local legislation, in Denmark also the Danish Data Protection Act, Section 12 (Databeskyttelsesloven § 12).

### 3.1.1 Recruitment assessments

If the job position requires you to complete recruitment assessments or similar you will be informed hereof when we have processed your application. Ambu will conduct such recruitment assessments based on a legitimate interest of Ambu (Article 6(1)(f) of the GDPR) in evaluating candidates and make sure that your profile matches the company and specific position. The results of such assessments will be treated confidentially but will be included in our evaluation of your application.

### **3.1.2 Job references**

As part of our evaluation of you and your application, we may wish to take references from your previous and/or current employers. We will only take up references if you have consented hereto pursuant to Article 6(1)(a) of the GDPR. You can always withdraw such consent by contacting Ambu. If you withdraw your consent, the withdrawal will apply from the time of such withdrawal. Accordingly, it will not affect the lawfulness of the processing of the data up until your withdrawal.

If you have provided us with the job references, for instance in your job application, Ambu may take references based on the legitimate interest of Ambu (Article 6(1)(f) of the GDPR) in collecting relevant information to ensure that your profile matches Ambu and the specific position. However, you will always be informed before Ambu takes any such references.

### **3.1.3 Criminal records**

Ambu may request that you provide us with a copy of your criminal record depending on the position for which you are applying, and only if deemed strictly relevant for the position and always subject to any restrictions under applicable local legislation. Such information will be treated confidentially and deleted immediately after the evaluation.

Ambu may collect the criminal records based on a legitimate interest of Ambu (Article 6(1)(f) of the GDPR).

### **3.1.4 Publicly available information**

Ambu may collect information which you have made publicly available, e.g., on social media websites such as LinkedIn based on a legitimate interest of Ambu (Article 6(1)(f) of the GDPR) in collecting relevant information to ensure that your profile matches Ambu and the specific position.

### **3.1.5 Residence and Work Permit**

If, due to your citizenship, you are required to have residence and work permits to work legally in the country of the Ambu entity you are applying to work for, we will collect copies of your residence and work permits.

Ambu applies Article 6(1)(c) of GDPR as a legal basis as we are obliged to do so pursuant to applicable legislation (in Denmark, Section 59 (5) of the Danish Aliens Act).

## **4. Personal data sources**

The personal data will be provided by you and may be provided via third parties, such as your previous employer from which we can take references, or a professional recruitment agency.

## **5. Recipients of personal data**

### **5.1 Data processors**

Your personal data may be disclosed to external suppliers who deliver services on behalf of Ambu. For example, in relation to assessments during the recruitment and/or when we use professional recruitment services to assist with recruitment or sourcing.

Ambu has entered into data processing agreements with any external suppliers who are acting as data processors on behalf of Ambu.

### **5.1.2 Transfers outside of EU/EEA**

Your personal data may be transferred to countries outside of EU/EEA. Ambu ensures that such transfer will be carried out in accordance with the applicable data protection laws, which include that Ambu will ensure only to transfer your personal data outside of EU/EEA when an adequate level of protection can be ensured. Ambu has in place EU's standard contractual clauses, as applicable, to ensure sufficient safeguards with respect to the protection of the privacy and fundamental rights and freedoms. In addition, supplementary measures are established, where applicable, to ensure sufficient protection of your personal data.

Please find a [list of countries outside of EU/EEA](#) where our current data processors may process your personal data.

### **5.1.3 Ambu legal entities**

Your personal data may be shared with group entities within Ambu as listed below to the extent necessary for the recruitment process.

Information on Ambu A/S and Ambu affiliates can be found on the following link: [Ambu Addresses](#).

## **6. Other disclosure**

Your personal data will apart from the above, not be sold, shared, or otherwise distributed to third parties without your consent, except where Ambu is required to do so because of an applicable law, court order or governmental regulation, or if such disclosure is otherwise necessary in supporting any criminal or other legal investigation or proceeding here or abroad.

## **7. Retention**

If you are offered a position with Ambu, your application and additional personal data obtained during the recruitment process will become part of your employee file and kept in accordance with applicable legislation and the privacy notice applicable for Ambu employees in the Ambu entity in which you are hired.

If you are not offered a job, we will store your application and any additional personal data provided by you during the recruitment process for a period of six months following our rejection. The retention period may be shorter or longer depending on the applicable legislation in the country of the Ambu entity to which you have submitted your job application.

Notwithstanding the foregoing, any recruitment assessments will be deleted after maximum twelve months.

Notwithstanding the foregoing, any criminal records obtained as part of the recruitment will be deleted immediately after the evaluation.

If you login to our candidate database within the above-mentioned retention period, the retention period will be reset, and your candidate profile data will be accessible by Ambu during the extended retention period. You may login and delete your candidate profile/job application(s) at any time.

Any consent that you may have provided during the application and/or recruitment process may be withdrawn by you at any time by contacting us.

## 8. Your rights

Under applicable law, you have various rights as a data subject as listed below (subject to the conditions set out in applicable law).

If you would like to know more about the processing of your personal data or wish to utilize any of your below listed rights, you can always contact us by using e-mail: [dataprotection@ambu.com](mailto:dataprotection@ambu.com) or the applicable Ambu entity. Contact information can be found on the following link: [Ambu Addresses](#)

- *Right to information.* You are at any time entitled to be informed of the personal data about you that we process, but with certain legislative exceptions.
- *Right to access to your personal data.* You are entitled to get access to the personal data we are processing about you. The access information includes, e.g., the purposes of the processing, and the categories of personal data concerned. The right is not absolute as the interests of other individuals and applicable law may restrict your right of information. You may have the right to obtain a copy of the personal data undergoing processing. For further copies requested by you, we may charge a reasonable fee based on administrative costs.
- *Right to Erasure ("right to be forgotten").* You have the right to request from us the erasure of personal data concerning you and we may be obliged to erase such personal data.
- *Right to Rectification.* You are entitled to have your personal data rectified if inaccurate, or have incomplete data completed considering the purposes of the processing.
- *Right to Restriction.* You are entitled to have the processing of your personal data restricted so Ambu may only use within specific restrictions.
- *Right to Object.* You are entitled to object to the processing of your personal data. In particular, you have an unconditional right to oppose the processing of your personal data for direct marketing purposes.
- *Automated processing.* Ambu will not perform any automated processing concerning you or significantly affecting you based on your Personal Data.

Your above listed rights may be subject to conditions or restrictions.

There is no certainty that you will be entitled to exercise the rights as it will depend on the situation and circumstances of the processing.

## 9. Filing of complaints

If you have any complaints regarding the processing of your personal data, please contact us at [dataprotection@ambu.com](mailto:dataprotection@ambu.com).

You may also file a complaint with the local data protection authorities:

[https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu\\_en#dataprotectionauthorities](https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en#dataprotectionauthorities)

In Denmark:

The Danish Data Privacy Agency (Datatilsynet)  
CVR no. 11883729

Carl Jacobsens Vej 35  
2500 Valby, Denmark

E-mail address: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

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