

Danske Bank Privacy notice

Introduction

As potential future employee of *Danske Bank A/S Lithuanian Branch* we want to inform you of the bank's processing of your personal data and your rights. We process your data since it is in our legitimate interest to complete a fair and successful recruitment process. Further, personal data is necessary for us to potentially enter into an employment agreement with you. We may also process your personal data if you explicitly consent to the process.

We protect your data and privacy by taking all relevant measures in accordance with applicable legislation.

This privacy notice sets out the basis for how legal entities and branches within Danske Bank Group look after your personal data and the privacy rights you are granted by law.

Why do we register and use your personal data?

We register and use data about you to fulfil our legal requirements. This means that we register and use personal data e.g. when you have granted us consent to use your personal data for a specific purpose and/or it is necessary to pursue a legitimate interest of Danske Bank. We will only do so if our interest clearly outweighs your interest in not having your personal data processed by us.

What personal data do we process?

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We process different kinds of personal data about you, including:

- CV, tests, interview records and other application documents, including previous professional experience and qualification, educational level and year of graduation, salary expectations and positions of your interest in the bank;
- name, gender, date of birth;
- citizenship, private address and other contact details.

Our purposes and legal ground for processing your personal data

We process your personal data for the following purposes:

- recruitment, executive and non-executive searches. We have a legitimate interest to process application documents such as CV, application letter certificates of education and language skills assessment, personality tests in order for the recruitment process to be fair and successful and to comply with legal requirements. Further, our processing of such data is necessary in order to eventually enter into an employment agreement with you and/or to

inform you about vacancies in the future when including your personal data into the database of potential employees.

Third parties and your personal data

Personal data from third parties

We process personal data from third parties, for instance:

- recruitment, executive and non-executive search companies such as, *Alliance for Recruitment, Strategic Staffing Solutions, HR Factory, Manpower, Simplika, Cubiks*. The personal data we are provided are e.g. your name, contact details, salary expectations, CV and other application documents. The personal data may be collected from your publicly available info on job profiles on social medias e.g. LinkedIn. The bank has a legitimate interest to ensure the recruiting process is fair and successful.
- former employers subject to the references provided by you. The personal data we are provided are e.g. assessments of your performances and personality.

Third parties that we share your personal data with

In some instances, we may share personal data with third parties inside or outside Danske Bank Group:

- Recruitment, executive and non-executive search companies receives personal data about you such as employment conditions in order to complete the recruitment process.

Your rights

Insight into your personal data

You can obtain insight into the personal data we process, where it comes from and what we use it for. You can obtain information about for how long we store your data and about who receives data about you, to the extent that we disclose data in Lithuania and abroad. Your right of access may, however, be restricted by legislation, protection of other persons' privacy and consideration for our business and practices. Our know-how, business secrets as well as internal assessments and material may also as such be exempt from the right of insight.

Correction or erasure of Danske Bank's data

If the data is incorrect, incomplete or irrelevant, you are entitled to have the data corrected or erased with the restrictions that follow from existing legislation and rights to process data. These rights are known as the "right to rectification", "right to erasure" or "right to be forgotten".

Restriction of use

If you believe that the data we have processed about you is incorrect, or if you have objected to the use of the data, you may demand that we restrict the use of these data to storage. Use will only be

restricted to storage until the correctness of the data can be established, or it can be checked whether our legitimate interests outweigh your interests.

If you are entitled to have the data we have registered about you erased, you may instead request us to restrict the use of these data to storage. If we need to use the data we have registered about you solely to assert a legal claim, you may also demand that other use of these data be restricted to storage.

Withdrawal of consent

If we process personal data based on your consent, you can withdraw your consent to disclose data at any given time. Please note also that we will continue to use your personal data if we have another legal ground for the processing, e.g. a legitimate interest.

Data portability

If we use data based on your consent or as a result of an agreement, and the data processing is automated, you have a right to receive the copy of the data you have provided in an electronic machine-readable format.

Erasure and retention of personal data

We keep your data only for as long as it is needed for the purpose for which your data were processed. Thus, we will save your personal data during the recruitment process and up to five years from the ending date of the recruitment process. Our reason for the saving your personal data is because it is included in the database of the potential employees in order to inform you about the future vacancies of your interest in the bank or it may also be used by the bank to defend against a legal claim.

Contact details and how can you complain

You are always welcome to contact us, as data controller, if you have questions about your privacy rights and how we register and use personal data. You can contact our Data Protection Officer by e-mail dpofunction@danskebank.com

If you are dissatisfied with how we register and use your personal data, and your dialogue with the Data Protection Officer has not led to a satisfactory outcome, you can contact our complaints handling unit: *Danske Bank A/S Lithuanian Branch, HR Legal Unit, Saltoniškių g. 2, 08500 Vilnius*. You can also lodge a complaint with the Lithuanian Data Protection Inspectorate: *Valstybinė duomenų apsaugos inspekcija, A. Juozapavičiaus g. 6, 09310, Vilnius, e-mail: ada@ada.lt*.