

## **AMROP A/S GDPR-COMPLIANT PRIVACY NOTE AND CONFIDENTIALITY CONSENT NOTE TO CANDIDATES**

This Consent Form is issued by Amrop A/S, CVR. No. 26 53 31 47 (from here on: Amrop A/S) on behalf of itself. For the purposes of this Consent Form, Amrop A/S is the data controller.

Providing your consent to the processing of your personal data is voluntary. By signing below, you understand that Amrop A/S will process your Relevant Personal Data (as defined below) in accordance with this Consent Form, and you consent to such processing. You can revoke your consent to the processing of your personal data at any time, free of charge, by contacting Amrop A/S, email: [info@amrop.dk](mailto:info@amrop.dk).

**Categories of personal data** – The categories of relevant personal data that Amrop A/S may process include: information in a standard curriculum vitae (e.g., name, address and other contact information including personal telephone numbers and email addresses, educational history, employment history, degree(s) and other qualifications, languages and other skills); age/date of birth; nationality; Government-issued identification information; passport or visa information; job title and role / function; salary and compensation data (including non-salary benefits, bonuses and incentives and other financial information); annual leave information; retirement and pensions information; performance reviews and disciplinary information; views and opinions regarding your suitability as a Candidate for a particular role within a client's organisation; social media presence and activity; a record of our contact history with you and comments from third parties; (together, the "**Relevant Personal Data**"). Our records may be derived from information collected directly from you, publicly available sources and third parties.

**Sensitive personal data** – The categories of sensitive personal data that Amrop A/S may process (to the extent permitted or required by applicable law) may include: health data; disability information; criminal record; financial records; race / ethnicity; religion; marital status; and family situation.

**Purposes of processing Relevant Personal Data** – The purposes for which Amrop A/S may process your Relevant Personal Data include: conducting tests (e.g., psychometric tests); producing test results and analysis; providing our clients with board and executive search and assessment services; leadership consulting services; statistical analysis; advisory services; preparation and distribution of thought leadership content; compliance with applicable laws, regulations and regulatory guidance; additional purposes set out in the Amrop A/S Privacy Notice<sup>[1]</sup>; and such other services as you may request from time to time. We may also use your Relevant Personal Data to contact you regarding job opportunities, assessments, assignments or leadership consulting services conducted for our clients that involve the search, identification, evaluation and/or selection of qualified candidates.

**International transfers of Relevant Personal Data** – For the purposes set out in this Consent Form, Amrop A/S may transfer your Relevant Personal Data to recipients outside the jurisdiction in which your Relevant Personal Data were collected. In these cases, Amrop A/S shall comply with the relevant requirements of applicable law regarding such transfers.

**Security of Relevant Personal Data** – Amrop A/S shall implement appropriate technical and organizational measures to protect your Relevant Personal Data.

**Disclosures of Relevant Personal Data to third parties** – In order to fulfil the purposes set out in this Consent Form, Amrop A/S may disclose your Relevant Personal Data to third parties, including: other Amrop offices; Amrop A/S' clients; Amrop A/S' third party processors and service providers (subject to appropriate processing agreements); and courts, administrative bodies, and law enforcement agencies, to the extent required by applicable law. In particular, Amrop A/S may disclose your personal data to third party providers of background screening services in order to determine your suitability for particular roles.

**Data retention** – Amrop A/S may retain your Personal Data for as long as necessary to fulfil the purposes for which those Personal Data were originally collected, or for such other periods and purposes as may be required or permitted under applicable law. Thereafter, Amrop A/S shall promptly delete or anonymise your personal data.

**Your rights** – Subject to applicable law (including any exemptions or derogations under such law), you may have a right to access your Relevant Personal Data, to have errors in your Relevant Personal Data rectified, and to object to the processing of your Relevant Personal Data on legitimate grounds. You may also have the right to lodge a complaint with any appropriate data protection authority, regarding the processing of your personal data. Should you need additional information regarding the processing of your Relevant Personal Data by Amrop A/S you are welcome to contact us.

To ensure **confidentiality**, we **ask for your explicit agreement to the following:**

1. **All documents and related information made available to you in connection with this process are intended exclusively for your personal information. You are required to maintain full confidentiality of this information as well as our process (client, job description, etc.) with regard to third parties.**
2. **All documents, data, records and information made available to you in writing or verbally, as well as copies of such, in hard copy or electronic version shall be handled with the strictest confidentiality and you may under no circumstances in any form disclose confidential or proprietary information to any third party.**
3. **The reproduction, transfer or sharing of such documents, data, records and information, to third parties is strictly prohibited.** All documents, data, records and information provided in this connection with this process shall be returned to us immediately upon request and all copies (including electronic copies on hard discs and other media) shall be destroyed or deleted.
4. **The fact that talks have taken place between you, Amrop A/S and/or the client, as well as the content of those discussions, shall also be handled with the strictest confidentiality. You shall not disclose to any parties the terms of this agreement.**

**The candidate shall at the request of Amrop A/S immediately return all confidential information, including all copies thereof to Amrop A/S. Please note that Amrop A/S' client is also subject to compliance with GPR legislation by virtue of signed contractual clauses and also subject to all points of this confidentiality statement by virtue of their written agreement with Amrop A/S, as is Amrop A/S itself.** The confidentiality statement shall not only apply during the period of discussions of this process but also beyond that period.

**Contact details** – You may contact to ask any questions about this Consent Form, or for the purposes of exercising your rights under applicable law, at:

Amrop A/S

Email: [info@amrop.dk](mailto:info@amrop.dk)

**Governing law** – Consent Form is governed by, and construed in accordance with, the laws of Denmark and is subject to the exclusive jurisdiction of the courts of Denmark. This does not affect your statutory rights.

I consent to the processing of my personal data as well as agree to maintain the confidentiality as set out in this Consent Form.

For any questions regarding this request, please contact us directly, using the details below:

Kind regards,

**Amrop A/S**

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