

Privacy Notice for Recruiting

Introduction

This privacy notice covers Maersk Decom A/S and its Affiliates, joint ventures and associated companies, and explains how we collect and use the personal data of our internal and external job candidates and applicants

Maersk Decom recognises and respects the privacy of **our Applicants**, regardless of whether **we** enter into an **Engagement** with an **Applicant**.

This privacy notice concerns personal data that you submit to **Maersk Decom** in connection with your **Application** for an **Engagement** with **us**; personal data collected by **us** as part of the **Application** process or in connection with any previous **Application** or **Engagement**; and personal data submitted to **us** by any **Agency** that has introduced you to **us**.

We receive HR and IT support from **our Affiliate**, Maersk Supply Service A/S ("**MSS**"). For certain positions, you may be required to make your **Application** through a website that is provided and controlled by **MSS**. In that case, you will be required to accept a separate privacy notice from **MSS** that will apply to the processing of personal data in connection with your **Application**.

If **we** update this privacy notice, a revised version of it will be placed on **our** website. Please check the Privacy Notice link in the Careers section of **our** website regularly for any changes.

Please refer to the "Definitions" section at the end of this privacy notice for the meanings of capitalised terms that are not defined elsewhere in it.

What information do we collect and how is it used?

The personal data **we** may collect includes:

- contact details such as name, addresses, telephone numbers and email addresses;
- copies of driving licence, passport and birth certificates, and proof of current address;
- evidence of how you meet the requirements of the position, including CVs and references, and training and education certificates;
- evidence of your right to work and immigration status in the country where the position is located;
- information about your health, including any medical needs or conditions;
- if you contact **us** regarding your **Application**, a record of that correspondence;
- details of your performance in any assessment tests and personality profiling that **we** require you to complete for the purposes of your **Application** or you have completed at the request of an **Agency**; or
- the status of your **Application** and updates on how it moves forward.

We may collect this data from you directly or, if you have been introduced to **us** by an **Agency**, **we** may collect this data from that **Agency**.

We may also collect diversity and equal opportunities monitoring information from you or any **Agency** that has introduced you to **us**. This can include sensitive data such as information about your race or ethnicity, religious beliefs, sexual orientation or disability.

However, **we** will only collect such information if it is a legal requirement for the position to which your **Application** relates (e.g. for compliance purposes under local law). **We** make all employment-related decisions entirely on merit and qualifications, so the assessment of your **Application** will not be affected in any way should you choose not to provide such information. Please do not provide such information unless it is expressly requested.

If you have previously been **Engaged** by **Maersk Decom**, personal data collected by **us** as part of that **Engagement** (including information on your internal job history, appraisals, assessment and profiling results, education and training) will be added to your **Application** if **we** continue to retain such data.

If your **Application** is for a position where health certification is required by law or internal policy

(e.g. offshore positions) you may also be required to participate in a health examination in compliance with applicable local law.

If your **Application** is for a position where a criminal history record, credit report or visa/work permit etc. is required by law or internal policy, you may also be required to provide these, in compliance with local law.

If your **Application** is successful, the offer of an **Engagement** may be conditional on pre-**Engagement** checks being carried out to **our** satisfaction.

If you are below the local legal age applicable, please make sure to consult your parents / legal guardian before an **Application** for an **Engagement** with **Maersk Decom** is submitted. Please note that **we** will require your parents' / legal guardian's consent before an **Engagement** can be entered into.

The controller for your personal data is the **Maersk Decom** company to which your **Application** has been made.

Why are we processing your personal data?

Maersk Decom processes your personal data for the purpose of assessing your **Application**, as well as for HR and personnel administration purposes, and for compliance with any laws to which **Maersk Decom** is subject.

We may also process your personal data for the following purposes:

- provision of **our** services and products according to agreed terms and as per your request;
- facilitating communication with you for the purpose of recruiting, providing information, references and recommendations;
- to accommodate your requests and inquiries for information;
- monitoring your use of **our** website to enable **us** to personalise your experience;
- provision of newsletters or notifications, including press releases;
- to conduct and manage anti-corruption and anti-bribery checks; and
- to apply analytics to business operations and data to describe, predict and improve business performance and/or to provide a better user experience. (Areas within analytics include descriptive analytics,

predictive analytics, and analytics driven by marketing, single customer view and customer journey.)

As mentioned above, **we** receive HR and IT support from **our Affiliate**, Maersk Supply Service A/S ("**MSS**"). Part of **MSS's** support has been offshored to service centres outside the European Economic Area ("**EEA**"), and authorised HR and IT employees based in these service centres may also have access to the personal data submitted by you or collected by **Maersk Decom**.

The same applies for other suppliers located globally that **Maersk Decom** or **MSS** contractually assigns to process personal data on **our** behalf, including third parties performing various assessment tests during the recruitment process. However, any such suppliers providing services on behalf of **MSS** or **Maersk Decom** have

to meet high data security standards to protect your personal data (including any sensitive data). The personal data submitted by you or collected by **Maersk Decom** during the **Application** process may also be shared with any courts, government body, regulator, law enforcement office or any other applicable authority or person, if mandated by legal or regulatory requirements.

The personal data submitted in connection with an **Application** and other submitted personal data including potential assessment tests results, interview conclusions, etc. may be disclosed to HR professionals in the HR department responsible for the recruitment process of another **Maersk Decom** company, including in another country, if at a later stage (see below) you make an **Application** for a position at that **Maersk Decom** company (or an **Agency** does so on your behalf).

On what legal basis do we process your personal data?

We process your personal data for the purposes set out in this privacy notice on one or more of the following legal bases:

- Legal obligation: The law may require **us** to obtain certain information, e.g. to check that candidates are entitled to work in the country where the position is located.
- Contract: The information may be necessary for the performance of a contract to which you are a party or to move your **Application**

forward before entering into an Engagement with you.

- Legitimate interest: Processing may be necessary for the purposes of the legitimate interests pursued by **us**, by you or by a third party. **We** have a legitimate interest, for example, in administering and generally conducting business, and preventing fraud.
- Vital interests: Processing may be necessary in order to protect the vital interests of any person.

Where will your personal data be processed?

Maersk Decom operates globally, and personal data submitted or collected during the **Application** process and/or collected during a previous **Engagement** may be transferred to **our** various **Affiliates**, joint ventures and associated companies around the world, located inside or

outside the European Economic Area ("**EEA**") for the purposes described above. Furthermore, your personal data may be transferred to external data processors located inside or outside the EEA for the purposes described above, including external third parties

performing various assessment tests. The level of protection afforded by the laws of the different countries may vary. However, **Maersk Decom** will make all reasonable efforts to ensure that processing of your personal data by **Maersk Decom** (or its agents) outside the EEA will be

carried out in a way which provides equivalent protection to the standards applied by **Maersk Decom** within the EEA and that external data processors meet high data security standards to protect your personal data.

How long do we keep your personal data for?

We will only keep your personal data as long as necessary to fulfil the purposes **we** collected it for, including legal, accounting or reporting requirements. This will depend on factors such as the amount, nature and sensitivity of the personal data; the purposes for which **we** process it; and whether **we** can achieve those purposes in other ways.

If your **Application** is unsuccessful or is withdrawn, **we** will retain your personal data for a period of 6 months unless local legal requirements set out a different mandatory retention period.

If you are **Engaged** by **Maersk Decom**, the personal data you submitted to **us** or that **we** collected during the **Application** process will be stored and processed throughout your **Engagement**, along with your personal data collected during the **Engagement** in accordance with the terms of that **Engagement**. The personal data will be deleted after the end of your **Engagement** in accordance with the internal policies in this respect and applicable local legislation.

Security

Maersk Decom has put in place appropriate organisational, physical and technical measures to protect your personal data against

unauthorised or unlawful processing; accidental loss, alteration, disclosure or access; and accidental or unlawful destruction or damage.

What are your rights?

You have the right to:

- request access to your personal data: you will be told whether **we** hold your personal data and, if so, receive a copy of that data;
- request that **we** correct incomplete or inaccurate personal data that **we** hold about you;
- object to the processing of your personal data and request that **we** no longer do so;
- request **we** delete your personal data; and
- request **we** restrict the processing of your personal data: you can ask **us** to stop processing your personal data (e.g. if you want **us** to establish its accuracy) or ask **us**

only to process your personal data in limited circumstances.

To make any of these requests or to ask **us** to transfer a copy of your personal data to another

party, or if you have any questions about this privacy notice or concerns about how your personal data has been handled, please contact dataprivacy@maerskdecom.com.

Definitions

"Affiliate" means, with respect to a person, a person controlling, controlled by or under common control with that person, where **"control"** means (i) to possess, directly or indirectly, the power to direct the management or policies of a person, whether through ownership of voting securities or otherwise, or (ii) to own, directly or indirectly, 50 per cent. or more of the outstanding voting securities or other ownership interest of a person.

"Agency" means a recruitment, manning or similar agency that introduces **Applicants** to **us**.

"Applicant" means any person that applies to **Maersk Decom** or is introduced by an **Agency** to **Maersk Decom** for an **Engagement**, including any officer or employee of the **Applicant** if the **Applicant** is a limited company and an **Agency's** own employees.

"Application" means the initial submission of your data and information to **Maersk Decom**,

whether this is done by you or an **Agency**, together with any data and information **we** request from you as part of the process of determining whether to enter into an **Engagement** with you.

"Engagement" means the engagement, employment or use of the **Applicant** by **Maersk Decom** or any third party on a permanent or temporary basis, whether under a contract of service or for services; under an agency, licence, franchise or partnership agreement; or any other engagement; directly or through a limited company of which the **Applicant** is an officer or employee, and **"Engaged"** shall be interpreted accordingly.

"Maersk Decom", **"we"**, **"us"** and **"our"** means Maersk Decom A/S, its Affiliates and, where applicable, its or their joint ventures and associated companies.

Cookies and other tracking technologies

Our websites use cookies. A cookie is a small text file stored on your computer to recognise your computer on recurring visits. The cookie may send information via your browser to identify or authenticate the computer (e.g. via the IP address) or the user. Cookies may contain information such as registration data and user preferences. When a server receives a request from a computer which has stored a cookie from

a website, the server is able to use the information in the cookie together with the information on the server. A cookie cannot collect information from your computer or carry viruses or other damaging files. See the Privacy and Cookie Policy on **our** website for further details, including what to do if you do not want cookies.