

CAPITAL FOUR

Capital Four Privacy Policy for applicants

Capital Four is fully committed to protecting any personal data related to applicants. In this Privacy Policy we describe how we use your personal data, i.e. our collection, usage, processing, storage or sharing of personal data in accordance with the EU General Data Protection Regulation (GDPR) when you apply for a job with Capital Four.

1. Capital Four is the data controller

Capital Four Management Fondsmæglerselskab A/S incorporated under CVR no. 30593065, and Capital Four AIFM A/S incorporated under CVR no. 35670637 jointly referred to as "Capital Four", "us" or "we" is each a data controller for the personal data you share with each of us.

Our contact information is:

Capital Four Management
Per Henrik Lings Allé 2, 8th floor
2100 Copenhagen Ø
Phone: +45 3525 6100
www.capital-four.com

2. The purposes and the legal basis for the processing of personal data

The purpose of our processing is to assess your suitability for the vacant position. The processing is necessary to take steps at your request when assessing whether we should enter into an employment contract with you (GDPR article 6, 1, b) or if processing is necessary for the purposes of the legitimate interests of us as a controller (GDPR article 6, 1, f). Processing may also be made with your specific consent, e.g. when obtaining references prior to employment (GDPR article 6, 1, a).

3. Categories of personal data

The personal data we process may include the following categories:

- Identification and contact information, such as name, address, phone number, email address, date of birth, etc.
- Cover letters, CV's, education, grades, recommendations, pictures
- Any information you provide to us during a job interview
- Information obtained during background and reference checks

We urge you not to send your CPR-number/similar personal identification number or any other sensitive personal data as we do not use this as part of the application process.

4. From where we receive the information

Usually, we will receive the information from you, e.g. through the application process. However, we might also receive it from your former employer or recruitment companies with your consent, or from publicly available sources.

5. Who we share your personal data with

We make use of an HR-system which acts as a data processor, that stores and process personal data on behalf of Capital Four in accordance with the Privacy Policy and applicable law. The data processor has access to your personal information. However, the data processor may only legally access your personal data on our behalf to fulfil the specific purposes set by us.

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6. How long we keep your personal data

We process your personal data for as long as necessary to fulfil the purposes mentioned above. If your application does not lead to employment with us, we will keep your personal data for 6 months after the end of the recruitment process, unless you consent to an additional storage period. If your application leads to employment with us, your personal data gathered during the recruitment process will be kept during your employment.

7. Your privacy rights

You have certain rights under the General Data Protection Regulation. Please see the general Capital Four Privacy Policy for further information about your rights: <https://capital-four.com/privacy-policy/>

This Privacy Policy is dated 7 November 2022