

PRIVACY NOTICE OUTPLACEMENT

Your privacy and the security of your personal data is important to Randstad A/S ("Randstad Risesmart", "we" or "us"). Randstad Risesmart is responsible for ensuring that all personal data is processed correctly and in accordance with applicable data protection legislation. Protecting your personal data and privacy is part of the day-to-day work of our employees. As data controller, Randstad Risesmart is responsible for processing your personal data and for determining how and for what purpose the data are processed.

Randstad Risesmart provides outplacement services, career management-, assessment- & competence- and employability services. These services we provide to you and our clients, both in person as well as through our website, are subject to our Terms of Services and this Privacy Notice.

personal data controller and contact information

Randstad A/S, CVR number 25 05 05 41 is the Personal Data Controller for processing your personal data when providing the Outplacement services.

what personal data we process and how it is collected

Randstad Risesmart processes your personal data when you are registered as a participant in one of our services/programs. We collect and process the personal data necessary for our service.

The personal data that are processed are name, address, e-mail address, phone number, personal ID number, information on career ambitions, branches of industry you would like to work in, CV such as work experience and previous jobs, information on training and education courses and/or tests that you have followed or taken, on your own initiative or via us, information on your milestone progress and status in job searching, information on your customer satisfaction or other feedback about the job search and the service and other information you voluntarily provide us with.

We collect and process personal data:

- That you yourself provide in connection with your registration as a participant in one of our services/programs, which you leave on our website or when your data is shared with us by the commissioning organisation, our client, as part of our agreement with our client in relation to the services.
- That we collect from you during your participation in one of our services/programs, for instance information regarding your work experience, career ambitions, branches of industry you would like to work in.

this is what we use the personal data for

Purpose of the process	Legal grounds for the process
To provide and manage the services which are provided to you as a participant in our services/programs in as, i.e. to help you develop your career.	Necessary to fulfil our contractual undertakings toward you as a participant in the Outplacement program and towards our client.
To manage enquiries that you pose to our support.	Necessary for our legitimate interest to ensure that you, as participant in our Outplacement program, can communicate with us.
To perform market analysis, system tests, business and method development and to provide the client with a progress report regarding the assignment.	Necessary for our legitimate interest to ensure that the services/programs and our systems meet the participants' and our clients' needs over time.

To provide direct marketing and offers from Randstad Risesmart.	Your consent. You have the right to withdraw your consent at any time.
For management purposes including management information, organizing internal compliance and control, performing audits and data analysis and general audits	Necessary for our legitimate interest to develop and safeguard our services, our organisation and your data.

with whom do we share your personal data

We may share your personal data with other companies within the Randstad group for the purpose of providing you with our services/programs and with subcontractors that provide us with services, such as suppliers of operating services and system support. Randstad Risesmart will continue to be responsible for the processing of your personal data that we perform or subcontractors perform on behalf of Randstad Risesmart. Subcontractors may not use the personal data for any purposes other than those specified by us. The sharing of personal data within the Randstad Risesmart Group or to subcontractors occurs in order to fulfil the contract between us, i.e. for us to be able to provide you with the agreed services.

When we share personal data according to the above, the personal data may be transferred to companies within as well as outside the European Economic Area ("EEA"). All such transfers are in accordance with applicable legislation, and if personal data is processed outside the EEA, it will be subject to suitable protective measures. Such suitable protective measures include the European Commission's model clauses for such transfers, that the European Commission has decided that the country provides an adequate level of protection or that the receiving company is certified under the EU-US Privacy Shield.

Your personal data will also be shared with Randstad Risesmart's commissioning company or its partners in the event that this is necessary in order to provide you with our services, i.e to help you develop your career. If we provide the client with your personal data, the commissioning company itself will be a Data Controller, independent from Randstad Risesmart, for processing your personal data after receiving these data from us.

how long do we save your personal data

We process your personal data as long as it is necessary in regards to why the personal data was collected. This entails that the personal data are deleted after the contractual commitments for the assignment in question have been concluded.

security

Randstad Risesmart has adopted the appropriate technical and organisational measures to protect personal data from loss, misuse, unauthorised access, disclosure, alteration and destruction. To ensure that personal data is processed in a secure and confidential manner, we use data networks that are protected against hacking by such means as firewalls and password protection according to industry standards. To ensure that we can safeguard the personal data that you provide to us via the Internet, we may use encryption technology when we transfer such personal data to our servers over the Internet. Randstad Risesmart employees and suppliers are bound by confidentiality agreements and are obliged to comply with Randstad Risesmart's rules for information and IT security, internal policies concerning the processing of personal data and other internal regulations and guidelines that further regulate the processing of personal data.

your rights

According to the General Data Protection Regulation, you have certain rights concerning your personal data.

- Right to access – You have the right to receive certain information concerning the manner in which we process your personal data. Such information is provided through this document. You also have the right to access a copy of your personal data that we process about you.

- Right to rectification – You have the right to have incorrect personal data about you rectified.
- Right to deletion – Under certain circumstances, you have the right to have your personal data deleted. This is commonly known as "the right to be forgotten". However, the right to deletion is conditioned, and a request may be left without action.
- The right to restriction of processing – Under certain circumstances, you have the right to request that the processing of your personal data is restricted. However, the right to restriction is conditioned, and a request may be left without action.
- Right to data portability – You have the right to receive personal data that you have provided to us (or request the transfer of the personal data directly from us to a new Data Controller) in a structured, commonly used and machine-readable format.
- Right to object – You have the right to object to our processing of your personal data if the process is based on our legitimate interest, if you do not believe that Randstad has a legitimate interest to process the personal data. The right to object also applies to the processing of personal data for direct marketing purposes.

Please read more about your rights here:

<https://www.datatilsynet.dk/generelt-om-databeskyttelse/hvad-er-dine-rettigheder/>

You can make use of your rights in different ways.

When you are registered as a participant in our Outplacement program, a profile at Randstad Risesmart will be created and here you can get access to a large part of the personal data recorded about you. You can change a number of data yourself at any time, for example by making changes to your CV or your account details.

If you wish to access all your processed personal information, then please send a request via www.randstad.dk/dsr.

If you wish to change information or delete information, which you can not change by yourself, or delete information please write an email to dpo@randstad.dk.

If you have questions about Randstad Risesmart's use of personal data, you can contact Randstad's Data Protection Officer by sending an email to dpo@randstad.dk.

You also have the right to issue a complaint to the applicable regulatory authority at any time if you believe that Randstad's processing of your personal data is in conflict with applicable data protection legislation.

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