



Privacy Notice for Candidates

This privacy notice applies to candidates applying for a job in Arla Foods companies located in European countries.

Arla Foods (“Arla Foods”) respects your data privacy. This information text describes how Arla Foods will, as the data controller, collect and process personal data about you in connection to applying for a job and submitting your personal data to us.

Arla Foods is the collective name for the companies that belong to the Arla Foods Group. Please find an overview of companies in the Arla Foods Group [here](#). The data controller(s) in relation to your application is the group company (companies) where you apply for a position.

Please read the statement carefully to understand how we process, use and disclose your personal data.

This statement touches upon the following topics:

1. Categories of personal of data and purposes
2. Disclosure and transfer of the personal data
3. Retention period
4. Your rights
5. Contact
6. Changes to this privacy notice

1. Categories of personal data and purposes

If you sign up in our candidate database, or apply for a job in Arla Foods, we collect and process the following types of personal data on you:

- Personal information and contact details;
- Education and work history;
- Work preferences;
- Cover letter, CV and any other attachments you choose to include;
- Portrait photo, if you choose to include;
- References
- Criminal records (only if relevant for the position you apply for)
- In the events that you are invited for an interview, we may ask you to complete a personality and/or a cognitive test and you may also be asked to submit references from professional connections and portfolios, if relevant to the specific job.

We kindly ask you not to upload documents or items containing your national ID/social security number, information on health and other similar, sensitive data that are not relevant for the recruitment process.

The personal data you provide when setting up a profile in our candidate database or applying for a job in Arla Foods will be processed by us for recruitment purposes only. The personal data you provide may also be used to match your profile against jobs similar to the ones you have applied for. Our legal basis is that the data are necessary for us to take relevant steps prior to entering into a (potential) contract with you (GDPR article 6(1)(b)) and our legitimate interest in finding the best candidate for a vacancy (GDPR article 6(1)(f)).

If you sign up for our job alerts, we will use your contact details to contact you regarding vacancies similar to the one you applied for as well as career opportunities. The processing is based on your consent (GDPR article 6(1)(a)). Remember that you can, at any time, withdraw your consent, if you no longer wish to receive our job alert emails.

If you are hired, we may use your personality test results for analysis and statistics in order to improve our recruitment process and understand which profiles are successful in our business.

We collect the data directly from you, via our online candidate database, or we may collect them from other publicly available resources (e.g. Google and social media platforms) and references from previous employers (as per consent and direction from you).

When we collect personal data directly from you for the purpose described above, you provide the personal data voluntarily with the purpose of being assessed in a recruitment process and/or to be able to enter into a contract with us. When you become a candidate in Arla Foods and/or apply for a job, you are not obliged to provide information to us. However, the consequences of not sharing your personal data with us are that we won't be able to assess you in connection to a recruitment process and employ you.

2. Disclosure and transfer of the personal data

2.1 Disclosure of personal data

Depending on your application and the geographical area, you are applying for, your data will be shared with relevant Arla Group companies in the relevant countries for them to evaluate your profile towards existing vacancies.

Your application details will not be shared unless you have explicitly described that you are interested in the specific geographical area.

2.2 Making personal data available to data processors

We make personal data available to our business partners, including IT suppliers, test companies, etc., that store and process personal data on our behalf. Such business partners and suppliers are subject to Arla Foods' instructions regarding the storing and processing of personal data.

The test providers used in Arla Foods are located outside EEA. Transfers of personal data outside of EEA are based on the European Commission's standard contractual clauses.

3. Retention period

When applying for a job in Arla Foods via our online candidate database, you will be requested to create a candidate profile. In the profile, you can register basic personal details, contact details, education history, CV and cover letter (application). From the profile you can apply for open positions and upload your relevant CV and cover letter to the job application. The application will have a "life" separate from your candidate profile.

Candidate profiles:

When you create a candidate profile in our online candidate database, your profile will be deleted if you have been inactive for a period of 24 months. Whenever you login to your candidate profile, this period will be reset and the profile will be active for another 24 months. You can, at any time, delete/edit your candidate profile and its content.

Applications for open positions:

When you apply for a vacant job in Arla Foods (via email or via our online candidate database), we will store the information related to that application during the recruitment process for the vacancy and for 6 months after closing the vacancy (usually when you receive a rejection).

If you applied via our online candidate database, you will have the opportunity to confirm that you want to remain as an active candidate in Arla Foods' candidate database. If you don't confirm, your profile will be active for 24 months as described above.

Applications received via emails:

If you applied for an open position via email, we will keep your application for 6 months after closing the vacancy.

If you sent an unsolicited application via email, we will keep your application for 6 months from receiving it.

We may ask for your consent to keep your application and CV for more than 6 months, if relevant.

Test results:

If you are hired your test results will be stored for the current year and an additional 10 years.

If you are not hired, your test results will be deleted or anonymised 6 months after closing the vacancy.

References:

In our recruitment process, we may contact your references with your accept. Any information gathered from these references is considered confidential and will not be shared. We keep notes from references for as long as the recruitment process is ongoing.

4. Your rights

Subject to certain statutory exceptions, you have the right to request access to the personal data we hold and process regarding you.

Further, you have the right to request us to rectify any personal data on you that might be incorrect, as well as the right to request us to restrict the processing of your personal data.

You may request to receive any personal data on you, that you provided to us, in a structured, commonly used and machine-readable format, if our processing of such personal data is based on your consent or a contract that you concluded with us (data portability).

Upon your request, we will erase personal data on you, unless we have a legal basis for continuing the processing.

You also have the right to lodge a complaint with the competent supervisory authority, such as your national data protection agency.

5. Objection

You have the right to object to the processing of your personal data on certain grounds. For example, you can object to the processing of your personal data that is based on our legitimate interests (GDPR article 6(1)(f)) or used for direct marketing purposes, including profiling.

6. Contact

As described in sections 4 and 5 above, you have a number of rights when we process your personal data. If you wish to exercise such rights, please submit your request via our online webform, which is available [here](#).

If you have a request that concerns Arla Foods Germany, you may also contact our German Data Protection Officer under dpodeutschland@arlafoods.com.

7. Changes to this privacy notice

We reserve the right to change this privacy notice.

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