

Rugaardsvej 5 | 8680 Ry | Denmark | 8689 0322 | info@xcelgo.com

Xcelgo Recruitment Policy

This recruitment policy contains information about how Xcelgo as data responsible treats the data we gather during our recruitment process. By sending us a job application, you agree to the following.

Data Responsible

Xcelgo is data responsible for the treatment and storage of your personal information when you send us a job application. Xcelgo is an IT-company located at:

Xcelgo A/S
Rugaardsvej 5, DK-8680 Ry
CVR.: 26675782

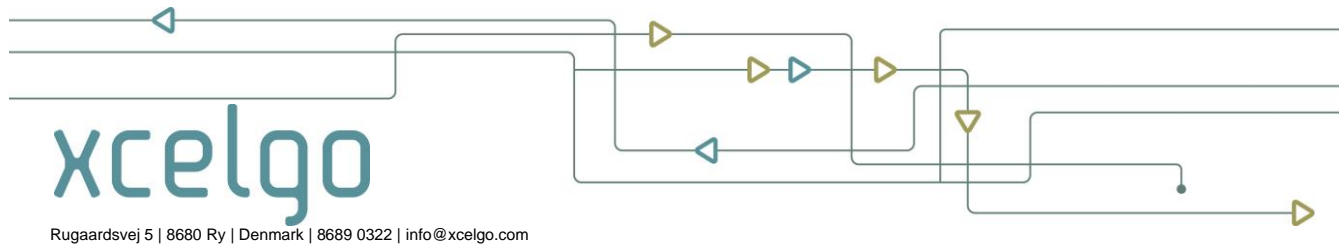
Contact person: Bent Aksel Jørgesen, baj@xcelgo.com

Reception of applications

We receive applications via e-mail. When you have sent us an application you will get an email confirming that we have received the application.

Processing of applications

After receiving your application, we will process it as quickly as possible in order to either choose the best qualified applicant for the vacant position or assess whether your unsolicited application is cause for employment.



The following paragraphs applies whether your application is solicited or unsolicited unless otherwise specified.

Obtaining additional information

During the processing of your application, we reserve the right to search for relevant additional information about you on the internet including social media and/or through your current or previous employer(s).

We might ask you to send us additional information. In some cases, such as positions where you hold economic responsibility, we might need to acquire your criminal record.

Types of personal information

You should only send relevant and necessary personal information when you apply for a job at Xcelgo. As so we only process general personal information.

Please refrain from sending us any information regarding criminal offences and sensitive personal data unless it is of importance to your ability to hold a specific position. Things of importance could be if you suffer from or used to suffer from a disease that might impact your ability to perform the work required in the position.

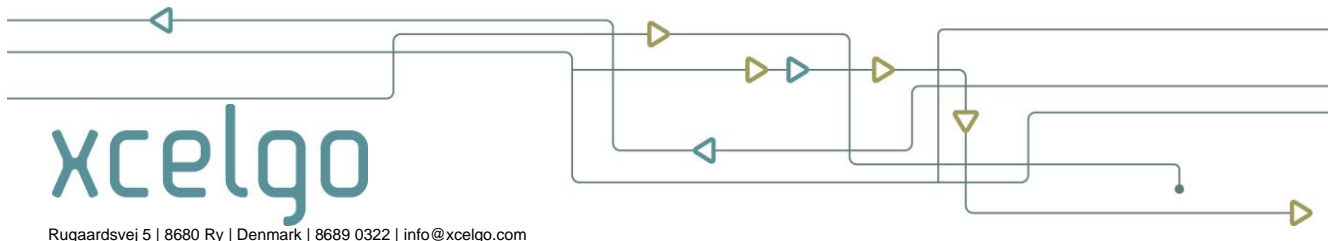
If you send us any of the types of personal information listed above, we ask that you send us your consent to process this information along with it. If you do not do this, we will send you a request for your consent.

You should never send your CPR number.

Basis for processing

The legal basis for processing your personal information is general interest, as the purpose of the processing is to assess you for a specific position at Xcelgo.

If you send us information relating to criminal offences or sensitive information these will be processed based on your consent.



Interviews

Invitation to interviews will generally be given via phone.

We print your application before the interview. During the interview we might note relevant information about you and the conversation which we might consider for the assessment of whether you are best qualified for the job. The printed application will be shredded after the hiring process has come to an end.

Job offers and rejections

The interviewees will receive an answer via phone while the remaining applicants will receive an answer via mail when the position has been filled.

Disclosure of information

We treat your personal information as confidential and we do not disclose your personal information to third parties without your consent.

Storage

We store your personal information safely and confidentially according to current data protection laws. We have established appropriate technical and organizational security procedures to ensure this.

Only relevant employees at Xcelgo can access your personal information, which is protected through our secure IT-systems.

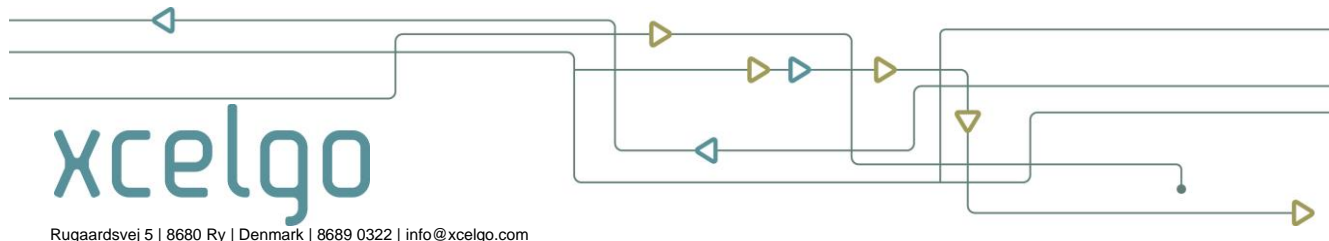
We erase as procedure your personal information no later than four months after the end of the recruitment process or two months after we have assessed whether your unsolicited application is grounds for employment. However, we will keep your information for six months if you give us consent to this.

Your personal information will automatically become part of your personnel file if you are hired.

Your Rights

You have the right to:

- Receive information regarding the processing of your personal information.
- Request insight into, correction or erasure of your personal information.



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- Request limitations to the processing of your personal information.
- Complain about an otherwise legal processing of your personal information.
- Oppose automatic individual decision-making including profiling.
- Oppose processing of your personal information for direct marketing purposes.
- Recall your consent at any time if the processing of your personal information is based on this consent.
- Receive a copy of your personal information in a structured, common and machine-readable format and transmit the information to another company or authority.
- Register a complaint to the Datatilsyn for example at dt@datatilsynet.dk.

If you wish to make use of your rights as described above or if you have any questions, you are welcome to contact us at baj@xcelgo.com. In connection with this we would like to ask that you send us sufficient information for us to process your inquiry. This includes your full name and email address so we will be able to identify you and answer your request.

November 2021