

# Privacy notice for job applicants

Thank you for applying for a job within the DHI Group.

The DHI Group includes several legal entities within the EU/EEA, details of which can be found at the end of this policy. When applying to one of these entities, this policy applies. The policy is issued on behalf of the DHI Group so when we mention "DHI", "we", "us" or "our", we are referring to the relevant entity in the DHI Group responsible for processing your data, such entity being data controller.

The DHI Group incorporates and complies with the requirements of the General Data Protection Regulation (EU 2016/679) ("GDPR"). According to the GDPR we, as data controller, are required to notify you of the information contained in this privacy policy. In general, the GDPR applies to all job applicants that are EU/EEA citizens or whose personal data is being processed by a DHI entity based in the EU/EEA.

The DHI entity you have applied to will transfer your personal data to DHI A/S, Hørsholm, Denmark and to DHI a.s., Prague, Czech Republic, as certain group administration tasks regarding job applicants are being carried out by these offices. DHI has a legitimate interest in transmitting job applicant personal data within the DHI Group for internal administrative purposes. The legal basis for such processing is the GDPR article 6(1)(f).

Accordingly, as part of our recruitment process, the DHI entity, you have applied to, DHI A/S and DHI a.s. will process your personal data, as set out in this privacy policy. Data controller for the processing of your personal data is the DHI entity, you have applied to (see list below), DHI A/S (CVR.: 36466871, Agern Allé 5, 2970 Hørsholm, Denmark, tel. +45 4516 9200) and DHI a.s. (Reg. No.: 64948200, Tax No.: CZ64948200, Na Vrších 1490/5, 100 00 Praha 10, Czech Republic, tel. +420 267 227 111). Each entity is data controller with respect to the personal data collected and processed as part of the recruitment process. This implies that we are responsible for determining how we hold and use personal information about you.

In order to evaluate your application, we will process the information, including the personal data, which you have disclosed in your job application and CV. We will also evaluate your performance and competencies during potential interviews. The legal basis for our processing of your personal data is your request for our evaluation of your application and CV prior to the potential execution of an employment contract in accordance with the GDPR article 6(1)(b) and our legitimate interest in processing the information you have given us in accordance with the GDPR article 6(1)(f).

Further, we might search the internet for relevant and available information, including content from social media, which will typically include information regarding your previous jobs, activities, competencies, performance, as well as your general appearance.

If the job position requires you to complete personality tests or similar you will be informed hereof when we have processed your application. The results of such tests will be treated confidentially but will be included in our evaluation of your application. Our legal basis for such processing of personal data is the GDPR article 6(1)(b).

We may also request that you provide us with a copy of your criminal record depending on the position for which you are applying. Such information will also be treated confidentially. In such case we will ask for your consent, whereas our legal basis for such processing of personal data is the GDPR article 10 and relevant local legislation.

As part of our evaluation of you and your application, we may wish to take references from your previous and/or current employers. We will only take up references from persons you have explicitly stated in accordance with the GDPR article 6(1)(f) or if you have consented hereto in accordance with the GDPR article 6(1)(a).

If the position in question involves financial responsibilities (e.g. bookkeeping or accounting), we might – after a concrete assessment – collect information about your credit information and rating. Our legal basis for such processing of personal data is the GDPR article 6(1)(f).

We recommend that you do not disclose sensitive personal data, such as information revealing racial or ethnic origin, religion, trade union membership, sexual orientation, health, etc. in your application. In the unlikely event that a certain health condition is required for the ability to perform the duties related to the position in question, we might – after a concrete assessment – request health information from you. In such case we will ask for your consent, whereas our legal basis for such processing of personal data is the GDPR article 9(2)(a).

If you are offered a position with DHI, your application and additional relevant personal data obtained during the recruitment process will become part of your employee file.

If you are not offered a position, we will store your application and any additional personal data obtained during the recruitment process for a period of 6 months following our rejection, unless you have provided your consent to the storage hereof for a longer period.

Any consent that you may have provided during the application and/or recruitment process may be withdrawn at any time by contacting us.

You have a right of access to the personal data processed about you, subject to certain statutory exceptions. Furthermore, you can object to the collection and further processing of your personal data. In addition, you have the right to request that any processing is limited, that your personal data is corrected, if necessary, or under certain circumstances deleted.

In certain situations, you may also request that we provide you with an overview of your personal data in a structured, commonly used and machine-readable format and request us to transmit such data to another data controller.

If you want to exercise any of your rights, if you have any questions regarding this privacy policy or the processing of your personal data, you may contact the HR department of the DHI entity you are applying to or DHI Group Legal at [GDPR-security@dhigroup.com](mailto:GDPR-security@dhigroup.com).

You can also file a complaint with your local data protection authorities, a list of which can be found here: [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en).

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This policy is applicable if you have applied to one of the following DHI entities:

- DHI A/S, CVR.: 36466871, Agern Allé 5, 2970 Hørsholm, Denmark, tel. +45 4516 9200
- DHI GRAS A/S, CVR.: 25621646, Agern Allé 5, 2970 Hørsholm, Denmark, tel. +45 4516 9100
- DHI AS, Company Reg. No.: 984-115-016 Tax No.: 984115016MVA, Abels gate 5, N-7030 Trondheim, Norway Tel: +47 73 54 03 69
- DHI SARL, Reg. No.: 432 854 354 00045 Tax No.: FR18432854354, 2/4 rue Edouard Nignon, CS 47202, 44372 Nantes Cedex 3, France, tel. +33 2 4048 4040
- DHI srl, 16149 Reg. No.: 916137, Tax No.: 7741870013 Via Bombrini, 11/12 , 16149 Genova, tel. (+39) 010 8481220
- DHI WASY GmbH, Volmerstraße 8, 12489 Berlin, Germany Company Reg. No.: 37/045/45408 Tax No.: DE814197353, tel.: +49 30 / 67 99 98-0
- DHI Österreich GmbH, Schließmannngasse 17, 1130 Wien, Austria, Reg. No.: FN 390665h, Tax No.: ATU67677007, tel. +43 1 877 93 12
- DHI a.s., Na Vrších 1490/5, 100 00 Praha 10, Czech Republic, Reg. No.: 64948200, Tax No.: CZ64948200, tel. +420 267 227 111
- DHI SLOVAKIA, s.r.o., Marián Kučera Hattalova 12, 831 03 Bratislava, Slovak Republic, Reg. No.: 2020240134, Tax No.: SK2020240134, tel. +421 2 4444 2760
- DHI SW Projects S.R.L., Nicolae G. Caramfil, no 22; et.1, ap.104, 014143 sector 1, Bucuresti, Romania, Reg. No.: 40/22243/2007 Tax No.: RO 22816191, tel. +40 212 331 771
- DHI Hungary Kft. V95 office building Váci út 95. 1139 Budapest Hungary, tel.: 0036-1-789-1645
- DHI Polska Sp. z o.o., ul. Bagno 2/89, 00-112 Warszawa, Poland, Reg. No.: 140503273, Tax No.: PL5252365324, tel. +48 22 635 9332
- DHI Water & Environment ESPAÑA SL, Calle Arrasate 47, 2 izq., E-20005, San Sebastián, Spain, Reg. No.: B84724616, tel. +34 943433235
- DHI Water Environments UK Ltd., Ocean Village Innovation Centre, Ocean Way, Southampton, SO14 3JZ, United Kingdom, Reg. No.: 07890711, Tax No.: GB127260531, tel. +44 (0)2380 381961
- DHI Sverige AB, Drakegatan 6, 41250 Göteborg, Sweden, Reg. No.: 556550-9600, Tax No.: SE556550960001, tel. 010-685 08 00