

Notice of personal data processing – RecruIT

1. Who we are

The company responsible for processing your personal data is:

Novo Nordisk Pharma EAD

UIC: 131408271

20 Zlatan Rog Street, floor 8

Sofia 1407

+ 359 2 962 74 71,

hereinafter referred to as "Novo Nordisk" or "the Company".

You can always contact **Novo Nordisk Pharma EAD** (hereinafter referred to as Novo Nordisk) or the Novo Nordisk Data Privacy Responsible (Operations & Finance manager) at GDPR-NNBG@novonordisk.com with questions or concerns about how we process your personal data.

This Privacy Statement describes Novo Nordisk's practices in connection with all the information that we collect in connection with your career search and application for a job with Novo Nordisk Pharma EAD or in any of the companies within the Novo Nordisk Group.

2. Personal data held by Novo Nordisk

Novo Nordisk collects personal data submitted by you as part of the recruitment process. Personal data is held on the Novo Nordisk server.

Further, your personal data may, if necessary for the below purposes, be transferred to third parties providing products and services (such as agencies assisting Novo Nordisk in screening and interviewing prospective employees), IT system suppliers as well as regulatory authorities if required by law.

Personal data is also held in physical form and on other internal computer systems. Personal data includes all information submitted by you.

3. Purposes for which Personal data is used by Novo Nordisk

Recruitment purposes

As part of the recruitment process your personal data may be transferred to Novo Nordisk A/S or Novo Nordisk affiliates located in a different country than your country of residence for general recruitment purposes.

If you are hired for a position in Novo Nordisk, your personal data will be processed for your employment file.

Background verification check

When submitting your application to Novo Nordisk, you certify that all of your personal information entered in the application process and system is true and correct and understand that dishonesty will disqualify you from consideration for employment with Novo Nordisk.

In the interest of maintaining the safety and security of our customers, employees and property, Novo Nordisk will for specific trusted roles perform a background verification

check on you in connection with your employment application. The background verification check is conducted by Novo Nordisk and/or by an external vendor and may contain information concerning your character and include but are not limited to: Satisfactory references, verification of curriculum vitae, confirmation of academic and professional qualifications, independent identity check and criminal records.

You may request more information about the background verification check by contacting Novo Nordisk using the contact information above.

4. What personal data do we process about you

For the purpose described above in Section 3, we may process the following types of personal data:

- Contact information (name, address, telephone number, email address);
- Information about your professional skills, CV and e.g. work samples;
- Nationality, language skills;
- Private information such as gender;
- Copies of relevant diplomas and certificates.

Novo Nordisk is an equal opportunity employer and makes all employment-related decisions entirely on merit and qualifications. Consequently, you should only include information relevant for the review of your application and not include information about your race or ethnic origin, religion or belief, political opinion or sexual orientation or your union memberships.

You are not required to provide us with your personal data. However, if you do not provide your personal data, we will not be able to handle your job application.

5. Disclosure of personal data

Your personal data will be disclosed only in the following circumstances:

Personal data will be disclosed to the extent required for the purposes listed above to Novo Nordisk's affiliates worldwide, including affiliates located in countries outside of EU, which may have different data privacy and protection laws and regulations than your country of residence.

Personal data may be disclosed to public authorities and law enforcement agencies as permitted and required by law.

We use the following safeguards, as required by law, to protect your personal data in case of such transfers depending on which country data is transferred to:

- The transfer is to a Novo Nordisk A/S entity covered by Novo Nordisk's Binding Corporate Rules, available at <https://www.novonordisk.com/about-novo-nordisk/corporate-governance/personal-data-protection.htm>.
- The destination countries are deemed by the EU Commission to have an adequate level of protection of personal data.
- We have entered into EU Commissions Standard Contractual Clauses for the Transfer of Personal Data to Third Countries. You can get a copy of the Clauses by contacting us as described in Section 1.
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6. Storage and deletion of data

We ask you to provide accurate and up-to-date information.

An application send by you will be deleted 6 /six/ months after the hiring process for the position you applied for has ended. All your personal data will be deleted according the above, unless you have provided your explicit consent for your personal data to be stored for a longer period or you within the mentioned retention period applies for a new position in Novo Nordisk, then all data will be stored for a new period according to above. Also data will not be deleted, if we believe in good faith that the law or other regulations requires us to preserve it (for example in connection with any anticipated litigation).

If you no longer want Novo Nordisk to store your personal data, please contact GDPR-NNBG@novonordisk.com and your data will be deleted.

7. Your rights

You can obtain further information on the personal data we store and process about you and to the extent you have such right under applicable law, you can get a copy of your personal data in a structured, commonly used and machine-readable format. Further, you may object to your personal data being processed or request that your personal data is rectified or deleted.

If you wish to use one or more of your rights, please contact us using the contact information above in section 1.

If you have any complaints about our processing of your personal data, you may contact the Commission for Personal Data Protection.

8. Statistics

Your personal data may be used for anonymous statistics for internal purposes in which case the information will be used collectively. All personal data will be anonymized.

9. Further information

For further information on Novo Nordisk' Disclaimer and Privacy Policy please visit: www.novonordisk.com/utills/disclaimer.html