



PLEASE NOTE THE FOLLOWING:

THIS IS A TRANSLATION ONLY, IN MATTERS OF DISPUTE, PLEASE REFER TO THE ORIGINAL TEXT IN ICELANDIC.

JARDBORANIR'S PROCESSING OF PERSONAL DATA REGARDING JOB APPLICANTS

Jarðboranir hf., kt. 590286-1419, Hlíðasmára 3, 201 Kópavogi (also referred to as “**the Company**”) has determined to ensure the reliability, confidentiality and safety of personal information on applicants for jobs at the Company.

The purpose of these privacy rules is to inform applicants about which personal information is gathered by the Company and how it uses them. These rules also refer to applicants as “**you**” and the Company as “**us**”.

1. Purpose and compliance with law

The Company is committed to comply with applicable data protection legislation at all times and these rules are based on the Act No. 90/2018 on the Privacy and Processing of Personal Data (“**Data Protection Legislation**”).

2. What is personal data?

Personal data as defined by the Act means any information relating to an identified or identifiable natural person, who can be identified, directly or indirectly. Anonymous data and information which does not relate to an identified or identifiable individual is not considered personal data.

3. Personal data collected and processed by the Company

We collect and retain various personal data about applicants and the collection and processing partially depend on the nature of the position applied for.

Following is a list of the data generally processed about applicants:

- contact information, such as the name, identification number (kennitala), address, nationality, telephone number and e-mail address of the applicant;
- information on education, competence, certifications, such as a machine operating license, work experience, information from references and employment agencies as needed; and
- information from job interviews, including the capacity to serve the relevant position.

In addition to the above information, the Company may also collect and process other information that you provide the Company with during the application process.

Generally, the Company only collects personal data directly from you. In cases when personal data is collected from a third party, the Company will endeavor to inform you about it.

4. Why do we collect personal data and on which basis?

We collect personal data on applicants first and foremost to assess the competency of the individual to perform the duties required for the relevant position.

The personal data we handle regarding you is processed in connection with your application for a position at the Company, i.e. on the basis of your request to negotiate with the Company.

In specific cases we may request your consent for processing well-defined data. In such cases you can always revoke your consent.

It should be made clear that if you do not provide requested information in the hiring process, your failure to do so may lead to a cancellation of the process.

5. Access to personal data and transfer to third parties

The access to data on applicants is limited to the Company's HR division, management and the direct reports of the relevant position.



The Company may share personal data on applicants with referees or employment agencies in connection with the hiring process. It is to be mentioned that the Company uses processing agents for certain IT services, and your personal data may be hosted or made accessible in the process.

The Company will not transfer personal data outside the European Economic Area unless where permissible under the conditions of the relevant data protection legislation.

6. How do we protect and safeguard your personal data?

The Company endeavors to take appropriate technical and organizational measures to protect your personal data, with special regard to the nature of the data. These measures should ensure appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, utilization and distribution.

Applications and other data associated with the hiring process, saved in electronic form, are kept in the Company's computer system which is access controlled and printed data is kept in locked cabinets.

7. Personal data retention

When six months have passed from the application deadline for the relevant position, or from the time you submitted a general application, the Company will erase your personal data if you haven't been hired. However, the company may ask for your consent for a longer retention period.

If you are hired, the Company will transfer your personal data to its employee files, to which a different privacy policy applies.

8. Changes and corrections to personal data

It is important that the personal data the Company processes is both correct and proper. It is therefore important, during the application period, that you keep us informed of changes of your personal data, which you have shared with us, as applicable.

Please direct all updates to the Company's HR manager.

9. Your rights regarding the personal data that the Company processes

You have the right to access and, in certain circumstances, to get a copy of the personal data we are processing, as well as information about the processing.

In certain instances, you may also have the right to request that your personal data be erased, or to have us restrict the processing. You also have the right to have your personal data rectified, if the data is wrong or inaccurate.

You may also have the right to receive a copy of your personal data, which you have provided to us in a machine-readable format or the right to have us transmit the data directly to a third party.

Your rights are however not absolute. Laws or regulations may authorize or oblige us to reject your request of exercising your rights.

10. Inquiries and complaints to the Data Protection Authority

If you wish to exercise your rights described in section 9, or if you have any questions about these privacy rules or how we process your personal data, please contact our HR Manager.

If you are unsatisfied with our processing of your personal data, you are entitled to make a written submission to the Icelandic Data Protection Authority (www.personuvernd.is).

11. Review of these rules

The Company may make changes to these privacy rules to reflect changes to our legal or regulatory obligations or how the Company processes personal data. A revised version of these privacy rules will be made available on the Company's website or in a comparable way.

Any changes to these privacy rules will be effective from the time the revised version has been published.

These rules on the processing of personal data on Jarðboranir's job applicants was implemented on July 24th, 2019.