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# Data protection policy – Job Applicants

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Ölgerðin Egill Skallagrímsson hf. has committed itself to ensuring the reliability, confidentiality, and security of the personal information of those applying for jobs at the company. This data protection policy is intended to inform applicants which personal information the company collects and how the company uses such personal information.

This data protection policy applies to the personal information of all those applying for work at Ölgerðin. The policy refers to applicants as “you” and the company as “us”.

### **1. Purpose and legal requirement**

Ölgerðin seeks to meet all aspects of the Data Protection Act, and this policy is based on Act No. 90/2018 on Data Protection and the Treatment of Personal Information (“the Data Protection Act”).

### **2. What is personal information?**

Personal information as pertains to this policy includes any information on an identified or identifiable individual, i.e., information that can be traced directly or indirectly to a particular individual. Data that cannot be traced to a specific individual is not considered personal information.

### **3. Personal information collected and processed by Ölgerðin**

We collect and store various types of personal information on applicants, and processing and collection is partly determined by the type of job applied for.

The following are examples of personal information which Ölgerðin processes on applicants:

- Contact information, such as name, national ID No., address, phone number and e-mail address.
- Job applications;
- Resumes and information on education, training, and work experience.
- Information from references and staffing agencies in some cases.
- Information from job interviews.

In addition to the information above, Ölgerðin may also collect and process additional information with which you provide the company during the application process.

As a general policy, Ölgerðin acquires personal information directly from you. In instances where personal information is acquired from a third party, the company will seek to inform you of such.

If you are offered a position with the company, the company may request a copy of or information from your criminal record, a copy of your driver's licence, lift truck licence and your licence relating to further specified work, prior to finalising the employment contract.

#### **4. Why do we collect personal information and on what grounds?**

We collect information on applicants first and foremost to assess whether qualifications of applicants meet the requirements of the respective position.

The personal information we process on you is done in relation to your application for work at the company, i.e., on the grounds of your request to enter a contract with the company.

In specific instances, we may acquire your approval to use further specified information, in connection with the storage period of the information you provide us with or relating to the submission of your application to Ölgerðin subsidiaries. In such cases, you may always revoke your approval.

It should be noted that if you decide against providing Ölgerðin with requested information during the application process, that may lead to the company being unable to hire you.

#### **5. Access to personal information and submission to third parties**

Access to information on applicants is limited to the human resource department of Ölgerðin and the executives and managers of the job that is applied for.

Ölgerðin may submit personal information on applicants to references or staffing agencies in connection with application process. It should be noted that Ölgerðin utilises processing firms in connection with its information technology services, where your personal information may be stored or made available due to such services.

Ölgerðin will not, however, submit information outside the European Economic Area unless it is permitted on the basis of the relevant personal information laws.

#### **6. How is the security of personal information guaranteed?**

Ölgerðin aims at taking the relevant technical or organisational action to protect your personal information. These actions are intended to protect personal information from being lost or accidentally altered or from unauthorised access, copying, use or distribution.

Applications and other data relating to the application process that are stored electronically are saved in Ölgerðin's computer system, which has restricted access. Printed information is stored in locked cabinets.

### **7. Storage of personal information**

If six months have passed since the application deadline for the job applied for or since you submitted a general application, Ölgerðin will delete your personal information if you were not hired. Ölgerðin may, however, seek your approval to extend the storage period.

If you are hired, Ölgerðin moves your personal information into an electronic employee file, which is processed according to a specific company policy.

### **8. Changes and corrections to personal information**

It is important that the information used by Ölgerðin is both correct and relevant. While the application process is ongoing, it is important that you notify the company of any changes that may occur to your personal information.

Please direct any updates to the company's human resource department.

### **9. Your rights pertaining to the personal information processed by the company**

In some instances copies, you are entitled to access the personal information that Ölgerðin processes on you, as well as information on the process itself.

Under certain circumstances, you may also be authorised to request that your personal information be deleted or its processing restricted. You are entitled to have your personal information corrected if it is inaccurate.

In addition, you may have a right to a copy of the information you have submitted electronically to Ölgerðin or for us to send it directly to a third party.

The aforementioned rights are, however, not implicit. There may be laws and regulations in place that either require or allow the company to reject your request to utilise said rights.

## **10. Applicant queries and complaints to the Data Protection Agency**

If you seek to exercise your rights as described in Article 9 of this policy or have questions regarding this data protection policy or how the company treats your personal information, please contact the CIO, or send an e-mail to [personuvernd@olgerdin.is](mailto:personuvernd@olgerdin.is).

If you are dissatisfied with the company's processing of personal information, you may notify the Data Protection Agency ([www.personuvernd.is](http://www.personuvernd.is)).

## **11. Communications information**

We have appointed the CIO to monitor the execution of this data protection policy.

Contact information for the company:

Ölgerðin Egill Skallagrímsson hf.  
Grjótháls 7-11  
110 Reykjavík

## **12. Review**

Ölgerðin may change this data protection policy in accordance with changes to the relevant law or regulation or due to changes in how the company uses personal information. An updated version of the policy will be published on Ölgerðin's job application website or advertised in another demonstrable manner.

Any changes that may be made to the policy take effect after the updated version has been published on the company's job application website.

This data protection policy was enacted on 15.05.2018.