

## **RECRUITMENT PRIVACY NOTICE**

### ***I. INTRODUCTION AND SCOPE***

This Privacy Notice provides information on the processing of personal data by Hottinger Brüel & Kjær. This Privacy Notice was last reviewed in August 2024 and may be changed over time. You are advised to check regularly for any changes.

The respective Hottinger Brüel & Kjær Group company you are submitting or applying to is the controller for the processing of all personal data of job candidates and future employees or temporary workers working under its supervision (such as trainees).

### ***II. FOR WHICH PURPOSE ARE WE PROCESSING YOUR PERSONAL DATA?***

We will process your personal data for the purpose of (i) managing and administering recruitment processes and thereto related policies and practices within Hottinger Brüel & Kjær and (ii) to communicate with you with regard to your interest in employment at Hottinger Brüel & Kjær. Please note that the recruitment process may include:

- Candidate assessment
- Pre-employment screening
- Employment referencng
- Health screening
- We will use self-declared information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
- We will use your diversity and inclusion information including gender, and sensitive personal information such as race, or national or ethnic origin to ensure meaningful equal opportunity monitoring and reporting. Providing this information is entirely voluntary and will not have any bearing on a job decision.

#### **Special categories of personal data**

If you do provide sensitive personal information, you agree that such information may be used as described in this Recruitment Privacy Notice.

We process these special categories of personal data in limited circumstances and in accordance with applicable privacy law.

### ***III. ON WHAT LAWFUL BASIS DO WE PROCESS PERSONAL DATA FOR THIS PURPOSE?***

We will process your personal data on the basis of our legitimate interest in ensuring that Hottinger Brüel & Kjær can efficiently and effectively assess and select candidates. Pre-employment screening of potential recruits will be executed for security reasons or in relation to export controls, anti-bribery & corruption, ethics & compliance and any other legal or regulatory obligations to which we may be subject.

### ***IV. WHICH PERSONAL DATA DO WE PROCESS FOR THIS PURPOSE?***

For this purpose, we process your contact details (name, title, telephone, email and home addresses), all information contained in your cover letter or CV/resume (such as your professional memberships, employment and education history), information you have published on professional social networking sites (such as LinkedIn), your correspondence with Hottinger Brüel & Kjær with regard to your job application (including references). We may also process personal data necessary for assessing your credit standing, proof of work eligibility and any past unspent criminal convictions.

#### **V. HOW LONG DO WE RETAIN YOUR PERSONAL DATA?**

In order to review your candidacy against other opportunities at Spectris or its operating companies during this period, we will retain your personal data for up to one calendar year from the date of your application. Should you become an employee of Hottinger Brüel & Kjær, your personal data will be covered by our Employee Privacy Notice.

#### **VI. WHO HAS ACCESS TO YOUR PERSONAL DATA?**

Your personal data will be available within Hottinger Brüel & Kjær to only those who need access to the data and only to the extent necessary to meet the purpose specified in section II (above). We will take appropriate measures to ensure that your personal data is adequately protected. Your personal data may also be available to AEB SE ("AEB Group") in order to conduct verification checks on sanction lists on potential recruits once an offer of employment has been made. In other cases, your personal data will not be supplied to third parties, except as required by law.

Where we share your data with 3rd party assessment providers as part of the selection process, we will notify you of this in advance. This notification will include the reasons for sharing your personal data with this third party, as set forth herein.

#### **VII. HOW IS YOUR PERSONAL DATA SECURED?**

Hottinger Brüel & Kjær has taken adequate safeguards to ensure the confidentiality and security of your personal data. We have implemented appropriate technical, physical and organisational measures to protect your personal data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access, and against all other forms of unlawful processing (including, but not limited to unnecessary collection) or further processing.

#### **VIII. YOUR RIGHTS**

You have a number of rights under applicable data protection law in respect of our processing of your personal data. These include:

- the right to request access to your personal data;
- the right to request rectification of any personal data that we hold;
- subject to certain conditions:
  - o the right to request erasure of your personal data;
  - o the right to request restriction of processing of your personal data;
  - o the right to have your personal data transferred to another controller;
- where we rely on your consent for processing, the right to withdraw such consent; and
- the right to lodge a complaint with a data protection authority (i.e., in Denmark, this is Danish Data Protection Agency). A list of other authorities can be found [here](#).

Should you wish to exercise your rights, provide relevant details to the HBK Data Protection Team: [dataprotection@hbkworld.com](mailto:dataprotection@hbkworld.com).

When in doubt, or if you have any questions relating to data protection, you can contact us via [dataprotection@hbkworld.com](mailto:dataprotection@hbkworld.com).