

**Last updated: March 1, 2021**

## **PRIVACY POLICY**

This Privacy Policy (the "**Privacy Policy**") describes our practices in connection with the personal information that you directly or indirectly provide to any Attindas Hygiene Partners group entity ("**Attindas**") by any means, including off line forms, telephone calls, email, fax, online forms, etc. in a recruitment process.

An updated list of Attindas entities is available here:

<b>Country</b>	<b>Entity</b>	<b>Incorporation number</b>	<b>Address</b>
<b>Austria</b>	<b>Attends GmbH</b>	FN 183747 t	Klammstrasse 1, 4020, Linz, Austria
<b>Germany</b>	<b>Attends GmbH</b>  Authorized representative in the UK: Attends Ltd. (find details below)	No.HRB 5042	Am Kronberger Hang 3, 65824, Schwalbach am Taunus, Germany
<b>Belgium</b>	<b>Attends BVBA</b>	No.0465664336	3140 Keerbergen, Haachtsebaan, 119 box 1, Belgium
<b>Finland</b>	<b>Attends OY</b>	No.1526265-2	PB 7330 00002 Helsinki
<b>Spain</b>	<b>Laboratorios Indas, S.A.U.</b>	Tax Number ES A45002516	Paseo del Club Deportivo, nº1, Edf. 18 Planta Baja y Primera Derecha (Parque Empresarial La Finca) 28223 Pozuelo de Alarcón – Madrid, Spain
<b>Spain</b>	<b>Domtar Personal Care Europe, S.L.U.</b>	Tax Number ES B85004604	Paseo del Club Deportivo, nº1, Edf. 18 Planta Baja y Primera Derecha (Parque Empresarial La Finca) 28223 Pozuelo de Alarcón – Madrid, Spain
<b>France</b>	<b>Indas Eurl</b>	815 279 732 R.C.S. Lyon	Avenue Satolas Green Cap Arrow 69330 Pusignan, France
<b>Norway</b>	<b>Attends As</b>	No.980609162	Klingenberggata 7, 0161, Oslo, Norway
<b>Netherlands</b>	<b>Attends BV</b>	No.000016055543	Boslaan 19, 8302AA Emmeloord, Netherlands

<b>Portugal</b>	<b>Indas Portugal, Produtos de Saude, Hospitalares e de Higiene Sociedade Unipessoal, Lda</b>	Registration and Tax Number 503505196	Rua Padre Americo, no 14-B, Escritorio 1, Freguesia de Lumiar, Concelho de Lisboa, 1600-648, Lisbon, Portugal
<b>United Kingdom</b>	<b>Attends, Ltd</b>  Authorized representative in the European Union: Domtar Personal Care Europe, S.L.U. (find details above)	No.03718732	Unit 10, Mariner Court, Calder Park, WF4 3FL, Wakefield, England, UK
<b>Sweden</b>	<b>Attends AB</b>	No.556757-7258	Jarnvagsgatan 4, 57824, Aneby, Sweden
<b>Sweden</b>	<b>Attends Healthcare AB</b>	No.556563-1867	Jarnvagsgatan 4, 57824, Aneby, Sweden
<b>Switzerland</b>	<b>Attends GmbH</b>	No.CH-105.156.905	Baslerstrasse 15, 4310, Rheinfelden, Switzerland

## 1. Updates to this Privacy Policy

We may change this Privacy Policy. Please take a look at the “**Last updated**” legend at the top of this document to see when this Privacy Policy was last revised. The processing of your personal information will be governed by the Privacy Policy in force at the time your personal information is collected unless otherwise agreed by you or allowed under applicable law.

## 2. Who determines which Personal Information are collected, how and for which purposes (the data controller)?

The data controller (“us”, “we”, and “our”) will be the Attindas entity which is conducting the recruiting process and you are interacting with.

## 3. What is the legitimation for processing your information?

(a) We have a legitimate interest to recruit new staff.

(b) Your consent if you include in your resumes special categories of data (such as disabilities). You are able to remove your consent at any time (see the “rights” section below).

## 4. How is your personal information collected?

We collect your personal information:

- (a) Directly from you, when you participate in our recruitment processes.
- (b) From third parties to whom you have given your consent to disclose your information for recruiting purposes (including social networks such as LinkedIn, to the extent legally permissible).

## **5. Which personal information and for which purposes are they used by us?**

### **Information Processed**

We may collect and process the following personal information:

- (a) Personal identifiers, contacts and characteristics (for example, name and contact details: email, address or telephone; ID number; family status; age; date of birth);
- (b) Academic and professional information usually available on job applications and resumés, for example, education, qualifications, working experience, further professional or academic training, hobbies.

### **Purposes of the processing**

We use your personal information in order to:

- (a) manage recruitment processes;
- (b) keep information of candidates for future job vacancies.

## **6. How Long we Store Your Information**

Your personal information is securely stored.

We keep your personal information for two years for the above mentioned purposes, unless there is a subsisting reason that makes the Company to retain the information for a longer period.

## **7. Which Personal Information and for which purposes are they shared with third parties?**

We may share your personal information with other Attindas companies (including our US affiliated company Attends Healthcare Products Inc. (8081 Arco Corp Drive, Suite 330, Raleigh NC 27617), or with third parties in the following cases:

- (a) to support us in performing any of the above-mentioned purposes
- (b) for statistical purposes.

These third-party recipients may be located world-wide, including outside of the European Economic Area (EEA), United Kingdom (UK) and Switzerland (such as the US). These countries may provide personal information protection standards that are not necessarily equivalent to those applicable in the EEA, UK and Switzerland (in which case, specific safeguards are adopted by us for personal information originating in the EEA, UK and/or Switzerland such as ensuring the third party is subject to other adequacy finding or enters into a written agreement with us requiring that the third

party provides a level of privacy protection equivalent to the one required within the EEA, UK and Switzerland).

## **8. What are your responsibilities when you provide us with or allow us access to your personal information?**

You must provide accurate personal information and only when you are 18 years of age(\*) or over and keep them up-to-date. You must comply with any data protection and privacy legal requirements applicable to you. You must comply with and not disable any security measure of a Website. If you are acting as a (legal or de facto) representative of any legal entity, you must only provide your professional contact details in respect of that legal entity (and never your private contact details).

(\*) We do not intend to collect, or direct any personal information collection to, information of individuals under 18 years old, and we request that you do not provide personal information to us.

## **9. What are your rights when you provide personal information?**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to information portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dpc.dataprivacy@attindas.com](mailto:dpc.dataprivacy@attindas.com) if you wish to make a request. We will answer your request as soon as reasonably practicable, and in any case, within the term legally determined.

Moreover, where the processing is based on consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

## **10. How to complain**

You can also complain to your local Data Protection Authority if you are unhappy with how we have used your information:

Country	Data Protection Authority	Website
Austria	Österreichische Datenschutzbehörde	<a href="http://www.dsb.gv.at/">http://www.dsb.gv.at/</a>
Belgium	Commission de la protection de la vie privée Commissie voor de bescherming van de persoonlijke levenssfeer	<a href="http://www.privacycommission.be/">http://www.privacycommission.be/</a>
Croatia	Croatian Personal Data Protection Agency	<a href="http://www.azop.hr/">http://www.azop.hr/</a>
Czech Republic	The Office for Personal Data Protection - Úřad pro ochranu osobních údajů	<a href="http://www.uoou.cz/">http://www.uoou.cz/</a>
Estonia	Estonian Data Protection Inspectorate (Andmekaitse Inspektsioon)	<a href="http://www.aki.ee/en">http://www.aki.ee/en</a>
Finland	Office of the Data Protection Ombudsman	<a href="http://www.tietosuojafi/en/">http://www.tietosuojafi/en/</a>
France	Commission Nationale de l'Informatique et des Libertés - CNIL	<a href="http://www.cnil.fr/">http://www.cnil.fr/</a>
Germany	Der Hessische Datenschutzbeauftragte Gustav-Stresemann-Ring 1, 65189, Wiesbaden	<a href="https://datenschutz.hessen.de/">https://datenschutz.hessen.de/</a>  Contact details of Data Protection Authorities of other German States can be found at:  <a href="https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html">https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html</a>
Hungary	National Authority for Data Protection and Freedom of Information	<a href="http://www.naih.hu/">http://www.naih.hu/</a>
Ireland	Data Protection Commissioner	<a href="http://www.dataprotection.ie/">http://www.dataprotection.ie/</a>
Italy	Garante per la protezione dei dati personali	<a href="http://www.garanteprivacy.it/">http://www.garanteprivacy.it/</a>
Latvia	Data State Inspectorate	<a href="http://www.dvi.gov.lv/">http://www.dvi.gov.lv/</a>
Lithuania	State Data Protection	<a href="http://www.ada.lt/">http://www.ada.lt/</a>
Luxembourg	Commission Nationale pour la Protection des Données	<a href="http://www.cnpd.lu/">http://www.cnpd.lu/</a>
Netherlands	Autoriteit Persoonsgegevens	<a href="https://autoriteitpersoonsgegevens.nl/nl">https://autoriteitpersoonsgegevens.nl/nl</a>
Norway	Datatilsynet The Data Inspectorate	<a href="https://www.datatilsynet.no/">https://www.datatilsynet.no/</a>
Poland	The Bureau of the Inspector General for the Protection of Personal Data - GIODO	<a href="http://www.giodo.gov.pl/">http://www.giodo.gov.pl/</a>

<b>Portugal</b>	<b>Comissão Nacional de Protecção de Dados - CNPD</b>	<a href="http://www.cnpd.pt/">http://www.cnpd.pt/</a>
<b>Romania</b>	<b>The National Supervisory Authority for Personal Data Processing</b>	<a href="http://www.dataprotection.ro/">http://www.dataprotection.ro/</a>
<b>Slovakia</b>	<b>Office for Personal Data Protection of the Slovak Republic</b>	<a href="http://www.dataprotection.gov.sk/">http://www.dataprotection.gov.sk/</a>
<b>Slovenia</b>	<b>Information Commissioner</b>	<a href="https://www.ip-rs.si/">https://www.ip-rs.si/</a>
<b>Spain</b>	<b>Agencia de Protección de Datos</b>	<a href="https://www.aqpd.es/">https://www.aqpd.es/</a>
<b>Sweden</b>	<b>Datainspektionen</b>	<a href="http://www.datainspektionen.se/">http://www.datainspektionen.se/</a>
<b>Switzerland</b>	<b>Data Protection and Information Commissioner of Switzerland Eidgenössischer Datenschutz- und Öffentlichkeitsbeauftragter</b>	<a href="https://www.edoeb.admin.ch">https://www.edoeb.admin.ch</a>
<b>United Kingdom</b>	<b>The Information Commissioner's Office</b>	<a href="https://ico.org.uk">https://ico.org.uk</a>

You may find more information on the following link: [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080).

If you have any questions regarding the processing of your information, or our Privacy Policy, you can contact our Data Protection Officer (DPO) by email [dpc.dataprivacy@attindas.com](mailto:dpc.dataprivacy@attindas.com), or the relevant Attindas HR Department. We will be happy to assist you.