

Energy Exemplar

Data Protection Notice for Candidates and Job Applicants

This Data Protection Notice (the “Notice”) explains how personal data about you is collected, processed and used by Energy Exemplar LLC, Energy Exemplar Pty Ltd, Energy Exemplar Europe GmbH, and Energy Exemplar (Europe) Ltd (hereinafter “Energy Exemplar,” “we,” or “us”) as separate data controllers when you submit a job application using any of the communication channels made specifically available for this purpose, including our application portal available on our website.

At Energy Exemplar, we take data protection compliance seriously and will only process your personal data in accordance with applicable data protection laws. As used in this Notice, “personal data” means any information – either alone or in combination with other information we obtain – that relates to you as an identified or identifiable individual (“Personal Data”).

1. Data Controller

The following entities are responsible for the collection and use of your Personal Data (“Data Controller”).

- Energy Exemplar LLC, 420 E. South Temple, Salt Lake City, UT 84124
- Energy Exemplar Pty Ltd, 17 Bagot Street, North Adelaide, SA 5006 Australia
- Energy Exemplar Europe GmbH, Tegernseer Landstraße 64, 81541 München, Germany
- Energy Exemplar (Europe) Ltd, Building 3, Chiswick Park, 566 Chiswick High Road, Chiswick, London, W4 5YA, United Kingdom.

You can contact Energy Exemplar either via postal mail at the address provided above or electronically at dataprotection@energyexemplar.com.

2. Categories of Personal Data

The provision of Personal Data is necessary to submit your application for a job position at Energy Exemplar. The Personal Data you are required to provide when submitting an application through any of our communication channels for applications is limited to the data necessary for carrying out the recruitment process. In particular, Energy Exemplar processes the following categories of Personal Data:

- Name;
- Title;
- Gender;
- Contact details;
- Qualifications;
- Tax/Social identifiers
- Visa Information/ Right to work; and
- Work history (including references and other information included in a CV or cover letter as part of the application process).

Energy Exemplar will collect Personal Data as a general rule directly from you. However, we also collect Personal Data from third parties in ways which you would expect (for example, from recruitment agencies or referees you have nominated, LinkedIn and other professional websites).

3. Purposes of Data Processing and Legal Bases

Energy Exemplar processes Personal Data in accordance with applicable data protection laws and regulations and only for limited, explicit and legitimate purposes. We process your Personal Data for the following purposes:

- Identifying and evaluating job applicants and candidates, including assessing skills, qualifications, and interests to determine suitability for the position in order to take steps at your request prior to entering into an employment contract, where applicable, and based on your consent;
- Verifying your information and carrying out employment, background, and reference checks, where applicable, to comply with a legal obligation;
- Communicating with you about the recruitment process and your application based on our legitimate business interests to carry out and manage the recruitment process; and
- Complying with legal, regulatory, or other corporate governance requirements.

4. Recipients of Personal Data

Your Personal Data will be disclosed within Energy Exemplar exclusively to those persons and departments involved in the administration and decision-making process of your application. In case you applied for one specific position, your Personal Data will be made available to the department advertising the position and our People and Culture Department. If you sent a general application for employment at Energy Exemplar, your Personal Data will be made available to the different departments offering jobs which suit your qualification profile, as well as our People and Culture Department.

Energy Exemplar will only share your Personal Data with Energy Exemplar's subcontractors (e.g., recruitment agencies, recruiting platform, etc..) where necessary for the purposes described in this Notice.

Your Personal Data will not be used for any other purposes than the ones described in this Notice.

5. International Data Transfers

Your Personal Data will be transferred outside of the jurisdiction it was collected. We only ever disclose your Personal Data outside the jurisdiction it was collected where we are permitted to do so under applicable privacy laws. This means we will take reasonable steps to ensure your Personal Data is treated securely and in accordance with applicable privacy laws, including, where relevant, by entering into EU and UK Standard Contractual Clauses (or equivalent measures) with the party outside the European Economic Area and/or the United Kingdom. If you would like to access a copy of the EU or UK standard contractual clauses, please contact us at dataprotection@energyexemplar.com.

6. Retention of Personal Data

If your application has been successful, we will include your Personal Data in your personnel file.

Except as otherwise required by applicable law or regulation, or permitted by your consent, we will only retain your Personal Data for as long as necessary to fulfill the purposes for which we collected it, including for satisfying any legal, accounting, or reporting requirements, or as necessary to resolve disputes.

The retention periods we apply take account of:

- Legal and regulatory requirements and guidance;
- Limitation periods that apply in respect of taking legal action;
- Our ability to defend ourselves against legal claims and complaints;
- Good practice; and
- The operational requirements of our business.

7. Data Protection Rights

You are entitled to request from Energy Exemplar access to and rectification or erasure of Personal Data that we process about you or – as the case maybe – restriction of processing as far as it concerns you, as well as to assert your right to data portability. You also have the right to lodge a complaint with a supervisory authority.

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

You have the **right to object** to the processing of your Personal Data at any time with legitimate grounds relating to your particular situation. If such an objection is justified, Energy Exemplar will no longer process the Personal Data concerned unless we can demonstrate compelling legitimate ground for the processing which override your interests.

You may also lodge a complaint with the competent data protection authority. The competent data protection authority in the European Economic Area may be contacted by using the contact details or webforms available on the following website: https://www.edpb.europa.eu/about-edpb/about-edpb/members_en.

If you are in the United Kingdom, you may contact the Information Commissioner's Office (ICO) by using the contact details or webforms available on the following website: <https://ico.org.uk/global/contact-us/>.

10. Miscellaneous

This Notice will be effective as of 16/01/2025 and may be revised from time to time.