



## Schedule A - Available checks

This Schedule provides an overview of background checks that may be offered through the Refapp Background Check Service (the “Service”), including a brief description of the checks, any specific conditions for use, and the parties’ respective roles under applicable data protection laws.

Talentwise may from time to time update or expand the list of available checks. Such updates shall not be considered an amendment to the Agreement.

New checks may be activated by the Customer through active selection or activation in the Service. Activation may take place through functionality in the Service or in another documented manner. By such activation, the Customer shall be deemed to have accepted the applicable terms for the relevant check and provided the necessary instructions for the processing, provided that the conditions applicable to the relevant check are fulfilled.

The Customer is responsible for ensuring that the conditions applicable to each check are fulfilled, including that:

- the check is relevant for the applicable purpose;
- a valid legal basis exists; and
- the Candidate has been informed in accordance with applicable law.

For checks that require it, the Candidate must provide the necessary consent and/or authorization for information to be obtained from relevant sources. In such cases, Talentwise will collect and administer such consent and/or authorization as part of the background check process.

Individual checks are only carried out where the Customer has actively selected or activated the relevant check in the Service and the applicable conditions have been fulfilled.

The applicable processing role may vary between checks and is set out in the table below.



## Standard checks

| Check type  | Description  | Data source   | Conditions for use   | Customer's data role | Talentwise's data role      |
|---|--|---|--|----------------------|-----------------------------|
| <b>Identity Verification</b>                      | Verification of identity   | Candidate's documents / databases   | The Candidate must be informed about the check and the processing of personal data. The Candidate must participate in the verification process.  | Data controller      | Data processor              |
| <b>Population Register</b>                        | Verification of citizenship and residential address                    | Population register (Folkeregister)   | The Candidate must be informed about the check and the processing of personal data.  | Data controller      | Independent data controller |
| <b>Employment History – Verification Contacts</b> | Verification through employers provided by the Candidate               | Candidate-provided employers  | The Candidate must provide contact persons and be informed about the verification. Where relevant, the Candidate must provide the necessary consent or authorization.                  | Data controller      | Data processor              |
| <b>Employment History – External Verification</b> | Verification through databases or other sources selected by Talentwise | Public or commercial databases  | The Candidate must be informed of the check and the processing of personal data  | Data controller      | Independent data controller |
| <b>Education Verification</b>                     | Verification of education through educational institutions             | Educational institutions / databases  | The Candidate must provide contact persons and be informed about the verification. Where relevant, the Candidate must provide the necessary consent or authorization.                  | Data controller      | Independent data controller |
| <b>Driver's license Verification</b>              | Verification of a valid driver's license and license class             | Public registers (for example the Norwegian Public Roads Administration) or Candidate documentation | The Candidate must be informed about the check and the processing of personal data.<br><b>The check may only be carried out where a driver's license is relevant for the position.</b> | Data controller      | Independent data controller |

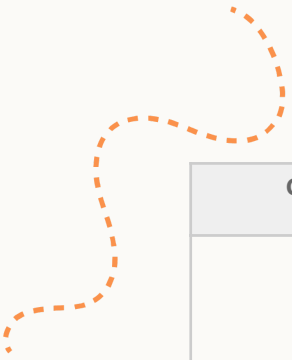
| Check type  | Description   | Data source                               | Conditions for use  | Customer's data role | Talentwise's data role      |
|---|---|---|---|----------------------|-----------------------------|
| <b>Trade certificate / Vocational qualification</b> | Verification of trade certificates or vocational qualifications   | Public registers or issuing authority     | The Candidate must be informed about the check and the processing of personal data.   | Data controller      | Independent data controller |
| <b>Corporate Roles and Business Interests</b>       | Mapping of board memberships, corporate roles, and financial interests in companies                                 | Public registers and commercial databases | The Candidate must be informed about the check and the processing of personal data.   | Data controller      | Independent data controller |
| <b>Security check / Security declaration</b>        | Self-declaration by the Candidate regarding matters relevant to security assessment (not an in-depth investigation) | Candidate                                 | The Candidate must be informed about the purpose of the check and voluntarily complete the declaration.                             | Data controller      | Data processor              |
| <b>HPR Number Verification</b>                      | Verification of authorization and registration in the Norwegian Health Personnel Register (HPR)                     | Norwegian Health Personnel Register (HPR) | The Candidate must be informed about the check. The check may only be carried out where authorization is relevant for the position. | Data controller      | Independent data controller |

## Checks with specific conditions

The following checks are only available where the Customer has actively selected or activated the relevant check in the Service and the specified conditions have been fulfilled.

| Check type          | Description                                      | Data source                                 | Conditions for use   | Customer's data role | Talentwise's data role |
|---------------------|--|---|--|----------------------|------------------------|
| <b>Credit Check</b> | Credit check through a credit information agency | Credit information agency (e.g. Creditsafe) | 1. The position involves financial responsibility or a particular position of trust. | Data controller      | Data processor         |

| Check type  | Description   | Data source                                | Conditions for use   | Customer's data role | Talentwise's data role      |
|---|---|--|--|----------------------|-----------------------------|
|   |   |  | <p>2. The Candidate is in the final stage of the recruitment process.</p> <p>3. The Customer has a valid legal basis and has informed the Candidate in accordance with applicable law.</p>   |                      |                             |
| <b>Police Clearance Certificate</b>                     | Collection of a police clearance certificate from the Candidate, which is then shared with the Customer as part of the background check | Police authorities                         | <p>1. The Customer must have a legal basis under applicable law or regulation to require a police clearance certificate.</p> <p>2. The certificate must be relevant for the applicable position or assignment.</p> <p>3. The Candidate must be informed about the processing and voluntarily share the certificate with Talentwise.</p> <p>4. Talentwise stores the certificate only temporarily for onward transmission to the Customer. For guidance regarding valid purposes, reference is made to the Norwegian Police overview of valid purposes for police clearance certificates.</p> | Data controller      | Data processor              |
| <b>Open Source Search</b>                               | Searches in open sources (for example news articles and public mentions) to identify relevant information about the Candidate           | Open online sources                        | The Candidate must be informed about the check and the processing of personal data. The check may only be carried out where the search is relevant for the applicable position and purpose of the processing. Information that is not relevant or that is particularly sensitive shall not be collected or used unless a specific legal basis exists.  | Data controller      | Independent data controller |
| <b>Information on Criminal Convictions and Offences</b> | Collection of information   | The Police (police certificate) and/or the | The Customer must have a valid legal basis for the processing of   | Data Controller      | Data Processor              |



| Check type | Description  | Data source                  | Conditions for use  | Customer's data role | Talentwise's data role |
|------------|--|------------------------------|---|----------------------|------------------------|
|            | regarding criminal convictions and offences. This is carried out by obtaining a police certificate and/or a self-declaration from the Candidate. | Candidate (self-declaration) | personal data relating to criminal convictions and offences. The check may only be conducted where it is relevant and lawful for the position in question. The candidate must be informed of the check and the processing of personal data in accordance with applicable legislation. |                      |                        |