

To a new chairperson  
of the recommendation committee

Your ref

Our ref  
GHe/HaR

Date  
August 2018

Dear chairperson,

### **Welcome!**

We welcome you as chairperson of the Employee Foundation's local recommendation committee in your company.

If your committee is newly established, please visit our website [www.employeefoundation.com](http://www.employeefoundation.com) for more information about the foundation in general and the work of the committees. You are always welcome to contact the secretariat by e-mail [employee@vkr-holding.com](mailto:employee@vkr-holding.com) or phone +45 39691144.

We can give you access to our LOG IN page made available for the recommendation committees. By separate e-mail, we will send you the log in information.

If you take over the assignment from a colleague, you may have an idea about the tasks involved as chairperson of the recommendation committee.

### EU and GDPR

The European Union's General Data Protection Regulation (GDPR) requires procedures to the processing of personal data. Therefore, you must sign our "Policy for the processing of personal data – description of procedures for: Employee Foundation of the VKR Group, Recommendation Committees and Contacts". Every local committee has received a copy for signature, and the document is kept by the chairman of the committee. If your committee is new, please find the document on our website in the LOG IN section, under Introduction: Personal data – guidelines.

As chairperson of the committee you are responsible for ensuring that all committee members at any time know, accept and observe the procedure. The signed copy must be kept by you.

The chair person must ensure the following:

- All committee members must read and sign the document
- New members in the committee must read and sign the document
- Any secretary of the committee who is not a member of the committee must read and sign the document.

### Online application system

The employees in your company, local clubs and associations in your company's community may apply the foundation for support. The applicants must apply via our online application system, and one of your committee members must have access to the system to process the submitted applications.

In companies with only few employees, the chairperson is usually the person to process the applications. Therefore, please save this link to our application system: <https://vkr.onlineelgat.dk/brugerlogon.aspx?bruger>. Follow the guidelines on the LOG IN page on our website.

We look forward to cooperating with you.

With kind regards

Employee Foundation of the VKR Group

The Secretariat

Gitte Hemmingsen / Hanne Raun

#### NAME

Employee Foundation of the VKR Group  
VAT no. DK 15 98 33 88

#### ADDRESS

Breeltevej 18, 2970 Hørsholm  
Denmark

#### TELEPHONE

+45 39 69 11 44

#### EMAIL

employee@vkr-holding.com

#### WEBSITE

www.employeefoundation.com