

Information obligation - during recruitment

Processing of personal data in recruitment

The purpose of collecting personal data about you in the recruitment process is to assess whether you are a qualified candidate for a vacant position at TRESU A/S.

When you apply for a position with us, we obtain and process a number of personal data about you. This means that we are the data controller for the personal information we process about you.

You can find our contact information here:

TRESU A/S

Eegsvej 14 – 16

Company registration no.: 15302798

E-mail: privacy-contact@tresu.com

Phone: 76 32 35 00

In connection with the recruitment process, we process common personal data about you, but we may also process specific personal data or data about criminal matters. In this text, you can read more about which data we process about you when you apply for a position of employment with us.

When we receive your application

In the recruitment process, it is the personal data contained in your application, CV and other documents that is registered.

Typically, this will be the following information: Name, address, date of birth, gender, telephone number, e-mail address, marital status, education, career history, driving licence information and recommendations/references

We apply Art. 6 (1) (b) of the General Data Protection Regulation (GDPR) as the legal basis as it concerns personal information that you have submitted to us in order to be considered for employment.

We register your application and CV in our career e-mail as well as in a folder structure dedicated to individual area managers and HR.

We evaluate the application

We specifically assess the qualifications of each candidate in relation to the position to be filled. Once we have read the applications, we select candidates to go forward to the interview stage. The candidates who have not been called for interview are notified of this.

When we have chosen you for interview

In connection with the employment interviews, we will receive additional information about you, which we note for use in the further recruitment process.

We apply Art. 6 (1) (b) of the GDPR as the legal basis as it concerns personal information that you have given us in order to be considered for employment.

Information from social media

In connection with recruitment, we sometimes carry out a search on LinkedIn. This is particularly relevant in relation to specialist positions, such as those focusing on customer- and collaboration relationships.

We apply the balance of interest rules in Art. 6 (1) (f) of the GDPR as the legal basis for obtaining information about candidates from social media. We do this to assess whether you have a profile that fits in with the company and in the specific position.

Information from personality tests

The company may carry out a personality test in connection with recruitment for some positions. We always assess whether it is relevant in relation to the position in question. The purpose of the test is to evaluate your skills and qualifications as a potential employee and to assess whether your profile fits in with the company and the specific position.

We use your consent pursuant to Art. 6 (1) (a) of the GDPR as the basis for processing this information and you will therefore be asked to give your consent before the test is conducted. You can withdraw your consent at any time. You can do this by notifying us using the contact information above. If you revoke your consent, it will only take effect from the time you do so. Therefore, it does not affect the legality of our processing of the information up until the time you revoke your consent.

Extracts from the 'judicial record' are not stored but deleted after conclusion of the recruitment process

If we have obtained an extract from the 'judicial record' concerning you in connection with the recruitment process, we will delete it as soon as we have registered that we have seen it.

Information from previous employers

For some positions it is necessary to obtain references from previous employers. If we obtain references from one or more of your previous employers, we will register the information we receive.

We use your consent pursuant to Art. 6 (1) (a) of the GDPR as the legal basis for processing this information and you will therefore be asked to give your consent before we contact any of your previous employers. You can withdraw your consent at any time. You can do this by notifying us using the contact information above. If you revoke your consent, it will only take effect from the time you do so. Therefore, it does not affect the legality of our processing of the information up until the time you revoke your consent.

Residence permit and work permit

It is a condition for employment that you have a valid work permit and residence permit. To ensure this, we request a copy of your passport in connection with the recruitment process.

If, due to your citizenship, you are required to have a work permit and residence permit to work legally in Denmark, we will also obtain a copy of your work and residence permit.

We apply Art. 6 (1) c of the GDPR as the legal basis when we obtain a copy of your passport and any work permit and residence permit, as we have an obligation to ensure this pursuant to § 59 paragraph 5 of the Danish Aliens Act.

Storage and deletion

If you do not gain employment with us, we will delete the information we have registered about you within 6 months. However, we will delete the result of your personality test immediately after we have notified you that your application has not been successful.

If you are hired, we will store the information that has been part of the recruitment process in your personnel folder.

Storing application for possible future recruitment

In some situations, we would like to save your application, even if you have not been successful this time, for possible future recruitment. If we wish to save your application, we will ask for your consent.

Other recipients who may process your data

Other persons may receive your personal data in connection with the recruitment process. These may be public authorities or suppliers that provide systems and assist with administrative functions, such as:

- Recruitment agencies
- Providers of personality tests
- Public authorities in connection with the establishment of flexi jobs and similar schemes

Your rights

You have a number of rights in accordance with the legislation of the GDPR and data protection law.

If you wish to exercise your rights, please contact us.

Right of access to data (right of insight), Article 15

You are entitled to have access to the information that we process about you, as well as a range of additional information.

Right to rectification, Article 16

You are entitled to have incorrect information about you corrected.

Right to erasure, Article 17

In special circumstances, you have the right to have information about you deleted before the time of our normal general deletion.

Right to restriction of processing, Article 18

In certain circumstances, you have the right to have the processing of your personal data restricted. If you are entitled to have processing restricted, in future, we can only process the data - except for storage - with your consent or for the purpose of determining, enforcing or defending legal claims, or for protecting a person or on important grounds of public interest.

Right to object, Article 21

In certain circumstances, you may object to our otherwise legitimate processing of your personal data.

Right to transfer your data (data portability), Article 20

You may, in certain cases, have the right to receive your personal information in a structured, commonly used and machine-readable format and to transfer such personal data from one data controller to another without hindrance.

You can read more about your rights in the Danish Data Inspectorate's guide on the rights of data subjects, which you will find at www.datatilsynet.dk.

Complaint to the Danish Data Inspectorate (Datatilsynet)

You have the right to complain about our processing of your personal data to the Danish Data Inspectorate. You will find the Danish Data Inspectorate's contact information on its website at www.datatilsynet.dk.

Bjert, 24 May 2018
/VHA