

RECRUITING // NELLEMANN GROUP

DUTY OF DISCLOSURE IN CONNECTION WITH RECRUITMENT

Personal data security in connection with recruitment

The purpose of gathering sensitive personal information about you during the recruitment process is to assess whether you are a qualified candidate to a vacant position in the Nellemann Group.

When you apply for a position in the Nellemann Group, we receive and treat personal information about you. This makes us responsible for the personal data we handle on you. All staff administration in the Nellemann Group is managed by our HR-department in Nellemann Holding.

Nellemann Holding
 Bryggervangen 39
 2100 København Ø
 CVR 10845858

In connection with the recruitment process we handle ordinary personal information about you. However, occasionally we also handle special information about you, your social security number or information concerning criminal offences. In the following, please find information about the information we collect and handle when you apply for a position with us.

People Business Manager

If you have any questions concerning our handling of your personal information, feel free to contact our People Business Manager: Camilla Veje Flintegaard, phone +45 92443720, email: cvf@nellemann.dk

When we receive your application

During the recruitment process, we register the personal information provided in your application, resumé and other documents you may choose to enclose.

Typically, we register the following information: Name, address, date of birth, gender, telephone number(s), email-address(es), marital status, education, career history, drivers' licence, recommendations/references etc.

We refer to the Danish Data Protection Act article no. 6, Subsection 1, Schedule B as we are dealing with personal information provided by you with the purpose of acquiring a job.

We assess the application

We carefully assess the qualifications of every single applicant in relation to the vacant position. After having read the applications, we choose which candidates we would like to meet for an interview. Candidates who are not invited to an interview will be informed hereof.

Publicly available information

In connection with the recruitment process we sometimes choose to collect relevant and necessary information that is publicly available on i.e. the Social Media. We process the information using the Danish Data Protection Act Article 6, Subsection 1, Schedule F and Article 9, Subsection 2, Schedule E as our legal basis.

If you have been selected for a job interview

In connection with the job interviews we receive further information about you which will be recorded for use in the subsequent recruitment process.

This complies with the Danish Data Protection Act Article 6, Subsection 1, Schedule B as you have provided us with your personal information with the purpose of obtaining a position with us.

Information from former employer

Some positions require us to obtain references from former employers. If we choose to obtain references from one or more of your former employers, we will be registering the information received.

We exert your consent in treating this information according to the Danish Data Protection Act Article 6, Subsection 1, Schedule A and we will thus ask for your consent before contacting one or more of your former employers. You are free to retract your consent at any time. In order to do so, please contact us via the contact information stated above. Your retraction of consent is applicable from this point of time only. It will therefore not affect the legacy of our treatment of the information up until the time of your retraction.

Safeguard and deletion

Should we decline your application, all information registered on you will be deleted within 6 months. In case a personality test has been completed, we will delete all information hereof immediately after declining your application.

If you are offered a position, we will safeguard information collected throughout the application process in your personnel file.

In some cases, even though we decline it, we may wish to keep your application for future job openings. We will ask for your permission, should we wish to do so.

Your rights

According to the Danish Data Protection Act you have a number of rights.

Should you wish to employ these rights, please contact our People Business Manager. You have the right to gain insight into the information we handle on you. You have the right to have wrongful information on you corrected. In certain cases, you may have the right to ask for deletion of information on you prior to the time of our general deletion.

In certain cases, you have the right to ask that the handling of your personal information is restricted. If you have the right to a restricted handling, apart from storage, we can only handle your personal information with your approval or in connection with the determination, validation or defence of legal claims or in order to protect an individual or important community interests.

In some cases, you may have the right to object to our, otherwise legal, handling of your personal information.

In some cases, you may have the right to receive your personal information in a structured, commonly used and machine-readable format and to have this information transferred from one data controller to another without impediments.

Further information about your rights can be found in the guide provided by the Danish Data Protection Agency at: www.datatilsynet.dk

Complaints

You have the possibility to complain to the Danish Data Protection Agency about our handling of your personal information. Contact information to the Danish Data Protection Agency can be found on their website: www.datatilsynet.dk