

Duty of disclosure during recruitment

Processing of personal data during 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 Chas. Hude A/S.

When you apply for a position with us, we receive and process personal data about you. Accordingly, we are data controller for the personal data about you that we process. Our contact details are as follows: Chas. Hude A/S, Langebrogade 3B, DK-1411 Copenhagen K, VAT no. DK12938179, e-mail: chashude@chashude.com, telephone no.: +45 33 19 34 00.

In connection with the recruitment process, we process ordinary personal data about you. However, we may also process special personal data, civil registration number or data concerning criminal offenses. In the following, you can find more information about what data about you we process when you apply for a position with us.

When we receive your application

During the recruitment process, we register the personal data contained in your application, CV and other attached documents.

This usually consists of the following data: name, address, date of birth, gender, telephone number, e-mail address, civil registration number, marital status, education(s), previous employment(s) and recommendations/references.

The legal basis for this is the General Data Protection Regulation, Article 6, 1 (b), as the personal data has been submitted to us by the applicants themselves with a view to recruitment.

When we assess the application

We specifically assess the qualifications of each applicant in relation to the vacant position. Once we have read the applications, we select applicants for interview(s). Applicants that have not been selected will be informed of this.

When we have selected you for an interview

In connection with the interviews, we receive additional data about you to be used in the final recruitment process.

The legal basis for this is the General Data Protection Regulation, Article 6, 1 (b), as the personal data has been submitted to us by the applicants themselves with a view to recruitment.

Personal and logical analysis

A few applicants are selected for personal and logical analysis. Each applicant is informed in person about the result of the analysis. Chas. Hude A/S uses an analysis system called People

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Test System. The analysis results are stored together with the applicant's name and telephone number at People Test System and our personnel management system.

Storing and deleting data

If you are rejected, we will delete the data we have registered about you within 6 months.

If you are employed, we will store the data that has been part of the recruitment process in your personnel file.

Your rights

In accordance with the General Data Protection Regulation and the Danish Data Protection Act, you have certain rights.

Please contact us if you wish to make use of your

rights. [Right to review data \(right of access\), Article](#)

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You have the right to gain access to the data about you that we process as well as other data.

[Right to correct data, Article 16](#)

You have the right to correct incorrect data about yourself.

[Right to delete data, Article 17](#)

In special cases, you have the right to request that data about you is deleted before the general time of deletion.

[Right to restrict processing of data, Article 18](#)

In certain cases, you have the to restrict processing of your personal data so that in the future - apart from storage – we may only process your data by consent or for the purpose of establishing, enforcing or defending legal claims, or protecting a person or important social interests.

[Right to object to processing of data, Article 21](#)

In certain cases, you have the right to object to our otherwise legitimate processing of your personal data.

[Right to transfer data \(data portability\), Article 20](#)

In certain cases, you have the right to receive your personal data in a structured, widely used and machine-readable format and to transfer these personal data from one data controller to another without impediment

More information about your rights can be found in the Danish Data Protection Agency's guideline on the rights of data subjects at www.datatilsynet.dk.

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Complaint to the Danish Data Protection Agency

You have the right to complain to the Danish Data Protection Agency about our processing of your personal data. Contact details for the Danish Data Protection Agency can be found at www.datatilsynet.dk.