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PRIVACY POLICY - RECRUITMENT

Lund Elmer Sandager's Privacy Policy for the processing of personal data in connection with recruitment

Date: 18 September 2024

1 INTRODUCTION

- 1.1 In this Privacy Policy, you can read about how we process your personal data when you apply for a job at Lund Elmer Sandager.
- 1.2 The privacy policy can be found on Lund Elmer Sandager's website: www.les.dk.
- 1.3 The Privacy Policy is prepared with reference to the rules of the General Data Protection Regulation (GDPR).

2 DATA CONTROLLER

Lund Elmer Sandager is the data controller for the personal data we process about you. You can find our contact details here:

Lund Elmer Sandager Advokatpartnerselskab
CVR no. 32283934
Kalvebod Brygge 39-41
DK 1560 Copenhagen V
("Lund Elmer Sandager", "we", "us" or "our")

Contact person:
Chief Compliance Officer Charlotte Stoltenberg
Phone: + 45 8188 3988
cst@les.dk

3 PURPOSE OF THE PROCESSING

- 3.1 We collect and process your personal data for the following purposes:
 - to process and review your application, CV and other documents including criminal record if applicable
 - to assess your professional and personal qualifications and obtain any references
 - to create relevant tests, e.g. personality test
 - to plan and organise interviews

- to protect Lund Elmer Sandager against any legal claims.

4 PROCESSING BASIS

4.1 We process your personal data on the following legal basis:

- You have given your consent to the processing of your personal data for one or more specific purposes, see Article 6(1)(a) and Article 9(2)(a) of the GDPR, and see Section 7(1) of the Data Protection Act.
- The processing is necessary to implement pre-contractual measures at your request in accordance with Article 6(1)(b) of the GDPR.
- The processing is necessary for initiating, exercising or defending any legal claims, see Article 9(2)(f) of the GDPR.
- Processing is necessary for us or a third party to pursue a legitimate interest, unless your interests or fundamental and freedom rights prevail, see Article 6(1)(f) of the GDPR.

The legitimate interests in these situations will often be Lund Elmer Sandager's interest in being able to administer and document the recruitment process.

- In connection with the recruitment process, we may ask to see your criminal record. Lund Elmer Sandager is in some cases required to screen employees' criminal records in connection with recruitment or because the information is otherwise deemed relevant. In this case, the processing is based on Article 10 of the GDPR, see Sections 8(5) and 7(1) of the Data Protection Act, and Section 8 of the Anti-Money Laundering Act.

5 CATEGORIES OF PERSONAL DATA

5.1 We typically collect and process the following categories of personal data about you:

Common personal data such as name, address, e-mail, date of birth, contact details, information about current and previous employment, educational background, marital status, hobbies and pictures.

Confidential personal data such as criminal records and personality and aptitude test results in the recruitment process.

Other information that may otherwise appear from your application, CV, etc.

5.2 We ask you not to write any sensitive personal data in your application, CV or other material you may send to us. Please also remove or cross out your CPR number (personal security number) if it appears on any documents or attachments you send to us. If we are missing any such information, we will request it from you.

5.3 Lund Elmer Sandager only processes the personal data necessary to assess your personal and professional qualifications in relation to a given position.

6 RECIPIENTS OF PERSONAL DATA

6.1 We disclose your personal data to our data processors, including our IT service provider and personality test provider. Your personal data is also disclosed internally to relevant employees/managers in connection with the recruitment process.

6.2 You can always find out which data processors we use by contacting Compliance, see Section 2 of this Privacy Policy for contact information.

7 TRANSFER TO THIRD COUNTRIES

7.1 Lund Elmer Sandager's processing of your personal data generally takes place within the EU/EEA.

7.2 If it is necessary to transfer personal data to a third country or international organisation located outside the EU/EEA, we ensure, prior to the transfer of personal data, that the transfer is to a secure third country/organisation where the EU Commission has decided that the level of protection is adequate or that the transfer is made on another basis that provides sufficient guarantees that personal data is protected, e.g. by applying the EU Commission's standard contractual clauses on data protection.

8 WHERE YOUR PERSONAL DATA ORIGINATES FROM

8.1 We mainly process personal data about you that we receive directly from you during the recruitment process.

8.2 We also process personal data about you collected in connection with the completion of any tests and profile surveys.

8.3 In addition, we may process relevant personal data collected from the internet, including social media, as well as data collected from references you have provided yourself.

9 STORAGE OF YOUR PERSONAL DATA

9.1 We store your personal data received as part of a recruitment process for a maximum of 6 months. After 6 months, the personal data will be deleted.

9.2 We store your personal data for 1 year from the time we receive it if you have given specific and separate consent.

9.3 If you are hired by Lund Elmer Sandager, personal data obtained in connection with the recruitment process will be stored in your personnel file at HR for the duration of your employment. In this connection, the information is processed in accordance with our personal data policy for the processing of personal data in the employment relationship, which you will receive in connection with the conclusion of an employment agreement.

10 AUTOMATED DECISION-MAKING, INCLUDING PROFILING

10.1 Lund Elmer Sandager does not use automatic decisions or automatic profiling in connection with your personal data.

11 THE RIGHT TO WITHDRAW CONSENT

11.1 If we have based the processing of your personal data wholly or partly on consent, you have the right to withdraw this consent at any time. You can contact Compliance in this regard. See Section 2 of the Privacy Policy for contact details.

11.2 If you choose to withdraw your consent, it will not affect the legitimacy of our processing of your personal data based on your previously given consent and up to the time of your withdrawal. Therefore, if you withdraw your consent, it will only take effect from that time.

12 YOUR RIGHTS

12.1 As a candidate in a recruitment process, you have certain rights specified in the GDPR regarding the processing of your personal data by Lund Elmer Sandager. Below you can read more about these rights.

12.2 The right of access

- As set out in Article 15 of the GDPR, you have the right to obtain confirmation as to whether Lund Elmer Sandager is processing your personal data and, if so, to obtain a copy of that personal data.
- In addition, you have the right to receive information about how this personal data is processed, including whether it is transferred to third countries and what guarantees are provided in this regard.

12.3 Data portability

- As set out in Article 20 of the GDPR, you have the right to receive and transfer personal data about yourself that you have provided to Lund Elmer Sandager in a structured, commonly used and machine-readable format.
- Your access to data portability will only include data you have provided yourself and will only include processing that is carried out automatically. Access to data portability will be limited in cases where we rely our legal basis for processing on grounds other than consent.

12.4 Right to rectification

- According to Article 16 of the GDPR, you have the right to have your inaccurate personal data rectified without undue delay. Taking into account the purposes of the processing, you also have the right to have incomplete personal data completed.
- The right to rectification only concerns objective personal data and not subjective assessments.

12.5 The right to deletion

- According to GDPR Article 17, you have the right to have your personal data deleted by us without undue delay.

- The right to deletion is restricted so that deletion cannot be requested if the processing is necessary for compliance with a legal obligation or for initiation, exercising or defencing legal claims as set out in Article 17(3)(b) and (e).
- If we are obliged to delete personal data under Article 17 that has been entrusted to other controllers or processors, we shall notify such controllers or processors of the deletion request.

12.6 Right to object - also against automated decisions

- It follows from Article 21 GDPR that you have the right to object at any time to the processing of your personal data if the processing, including profiling, is based on Article 6(1)(e) (performance of tasks carried out in the public interest) or (f) (legitimate interests).
- If you object, we may no longer process the personal data concerned unless we can demonstrate compelling legitimate grounds for the processing which prevail your interests or if the processing is necessary for initiating, exercising or defending legal claims.

12.7 Right to restrict processing

- In some cases, according to Article 18 of the GDPR, you have the right to restrict the processing of your personal data.
- It follows from Subsection 2 of the Article that if processing has been restricted, the personal data may still be processed, except for storage, if, among other things, you give your consent or if the processing is necessary for initiating, exercising or defending legal claims.

12.8 Case management

- If you wish to exercise your rights, please contact Compliance.

13 COMPLAINTS TO THE DATA PROTECTION AUTHORITIES

- 13.1 You have the right to complain to the Danish Data Protection Agency if you are dissatisfied with the way we process your personal data. You can find the Danish Data Protection Agency's contact details at www.datatilsynet.dk.

14 CHANGES OF THE PRIVACY POLICY

- 14.1 Lund Elmer Sandager may at any time and without notice change this Privacy Policy with effect for the future. In the event of such changes, the new Privacy Policy will be made available on our website. Our new Privacy Policy will then apply to our future processing of your personal data.