

# Duty of disclosure – during recruitment

## **Process of personal data during recruitment**

The purpose of recording your personal data in the recruitment process is to determine whether you qualify as a candidate for an open position at Mikkelsen Arkitekter A/S.

We receive and process some of your personal data when you apply for a position at our firm, and we are accordingly responsible of the data regarding you.

You will find our contact information here: Mikkelsen Arkitekter A/S, Vesterbrogade 95A 3. Floor, 1620 Copenhagen V, CVR 26314313, email: [info@mikkelsengroup.dk](mailto:info@mikkelsengroup.dk), tlf.: +45 7230 2050.

We are during the recruitment process processing general personal data but we may also have access to special data such as CPR-number (Personal Identification number) additionally. This text will further elaborate on which data we handle when you apply for a position.

## **When we receive your application**

The personal data which appears in your application, CV and other enclosed documents are registered during the recruitment process.

This will typically be data such as: Name, address, date of birth, telephone number, e-mail address, CPR-number, education(s), career history, competences (CV and portfolio), recommendations/references.

We rely on the GDPR (General Data Protection Regulation) article 6 (1) (b), due to the fact that this concerns personal data which you have submitted personally with the intention of being employed.

We register the submitted data in our employee administration systems.

## **We evaluate the application**

We specifically evaluate each applicant's qualifications related to an open position, and invite qualified candidates to one or more interviews after going through applications. Candidates who have not been selected will be notified.

## **When we have invited you to an interview**

We are during interviews receiving further information about you. We register this data in order to use it in the ongoing recruitment process.

We rely on the GDPR article 6 (1) (b), due to the fact that this concerns personal data which you have personally disclosed (**stated?**) with the intention of being employed.

### **Data from social media**

It may be relevant for us to look at social media such as LinkedIn, Facebook and Twitter when we recruit for positions with focus on client- and cooperative relations.

We rely on the GDPR article 6 (1) (f), in terms of gathering information about candidates from social media. We do so to determine whether your profile suit our firm and the specific position.

### **Data from former employer**

It will in some cases be necessary for us to obtain references from a former employer. The data we obtain, in case we request references from one or more former employers, will be registered.

We process these data with your consent due to the GDPR article 6 (1) (a). We will therefore ask for your approval before contacting one or more of your former employers. You are at any time able to withdraw your consent by getting in contact with us using the contact information above. The withdrawal of your consent will be effective from the moment you choose to do so. The legitimacy of our actions forward to the moment where you choose to withdraw your consent is therefore not affected by this.

### **Storage and deletion**

All data we have registered regarding you will be deleted within 6 months if you are rejected.

All data from the recruitment process will be saved in your employee file if you are employed.

### **Saving application for later recruitment**

We will in some cases like to save your application for future recruitment, even if you have been rejected. We will ask for your consent before we do so.

### **Other**

Others might also gain access to your personal data during the recruitment process. This could be:

- Public authorities, in order to establish a salary subsidy and other similar arrangements.

### **Your rights**

You have certain rights according to the legislation in the GDPR.

Contact us in case you want to utilize your rights.

#### Right of access by the data subject, art 15

You have the right to know which of your personal data we process, and other information.

#### Right to rectification, art. 16

You have the right to have false data regarding you corrected.

#### Right to erasure ('right to be forgotten'), art 17

You have in some cases the right to have personal data deleted, prior to the date on which we generally delete data.

### Right to restriction of processing, art 18

You have in certain cases the right to limit the process of your data. We are only allowed to process your data – except storage – with your approval, or in cases where a legal claim is determined, applicable or justified, or to protect a person or important public interests - if you have the right to have your personal data limited.

### Right to data portability, art 20

You have in some cases the right to receive your personal data in a structured, commonly used and machine-readable format and to have these personal data transferred from one data controller to another without hindrance.

### Right to object, art 21

You have in some cases the right to object to our otherwise legal treatment of your personal data.

You can read much more about your rights on \_\_\_\_\_'s guidance to rights of the registered.

### **Complaint to the Danish data protection agency (Datatilsynet)**

You can complain of our process of your personal data to the Danish data protection agency. You will find the Danish data protection agency's contact information on it's webpage:

[www.datatilsynet.dk](http://www.datatilsynet.dk)