

# PRIVACY POLICY FOR APPLICANTS

## **1. Data security is important to us**

This privacy policy includes a description of how we process your information, when you apply for a position with us. We are obliged to provide you with information, when we receive personal data about you, which you have given us or when we collect other information with your consent.

Below, you will find information about how we handle the processed personal data and the legal basis for doing so. You will also find information about your special rights as to the processing of your personal data.

## **2. Who is responsible for data management? - How to contact us**

Q-Interline is responsible for managing your personal data. Please find our contact details below:

**Q-Interline A/S**

**CVR:** 19614409

**Address:** Stengårdsvej 7, DK-4340 Tølløse

**E-mail:** [info@q-interline.com](mailto:info@q-interline.com)

**Website:** q-interline.com

**Tel.:** +45 4675 7046

## **3. What is personal data?**

Personal data is information about an identified or identifiable physical person. An identifiable physical person means a person, who can be directly or indirectly identified, especially by means of identifiers such as name, identification number or other elements, which are unique to the identity of a given person.

## **4. Processed data**

When you apply for a position with us, we typically collect and process the following **categories** of personal data:

Regular personal data, including:

- Your identity and contact information, including private address, phone number and e-mail address.
- Education, former employments and other information in your CV.
- Age, gender, place of employment, department, and function.
- Reference information.

- Information from personality and logic tests.
- Information arising from our correspondence with you.

Please do not include sensitive information in your application, unless special reasons require you to do so.

Please do not include the last four digits of your personal registration number.

## **5. How we process your application**

**Our objective** is to fill the vacant position with the best qualified applicant. After reading your application, we assess your qualifications for the position. An appointment committee reviews all applications upon expiration of the application deadline and agrees who will be invited to a personal interview with the committee.

If we deem you to be the best qualified applicant for the position, we may obtain reference information about you from your current or former employers. This requires your consent - a consent, which you are entitled to withdraw at any time.

Once the position is filled, we send written rejections to all other applicants. Applicants, who were invited to interviews, will if possible, also be notified by phone.

### **Automatic decisions and profiling**

The collected personal data is not used for automatic decisions or profiling.

## **6. Who has access to your data?**

The management and an administrative employee have access to your data. Other employees may gain access to the data, if they are members of the appointment committee. Your data will not be passed on to third parties outside the company.

## **7. How long do we store your personal data?**

We delete your personal data three months after conclusion of the appointment procedure. There may be situations, which for legal reasons require storage of your personal data for a longer period.

## **8. Unsolicited applications**

If we receive an unsolicited application from you and we assess that your application is irrelevant, it will be deleted directly upon assessment.

If we receive an unsolicited application from you and we wish to keep it, because we currently have no vacant position but a position may become vacant, we request your consent to store your application for a period of up to three months.

## **9. Legal basis for processing your personal data**

Q-Interline processes your personal data on the following legal basis:

- (1) In terms of Q-Interline's legitimate interests, meaning the objectives described above, (**GDPR art. 6, 1, f**);
- (2) Processing of personal data, which evidently was released by you (**GDPR art. 9, 2, e**);
- (3) You have given your consent for processing of your personal data for one or more specific purposes (**GDPR art. 6, 1, a, and art. 9, 2, a, and §12, 3 of the Data Protection Act**).

The legal basis for processing information about criminal offences is §8, 3 of the Data Protection Act.

## **10. Your rights**

You are at any time entitled to invoke your rights in accordance with the applicable data protection laws. You have the right to **access the personal data**, which we process about you. You have the right to **appeal against our processing** of your personal data and you have the right to have **processing of your personal data limited**.

You are further entitled to have **incorrect data corrected or deleted**, and you have the right to request **data portability**. You further have the right to **withdraw your consent** at any time, meaning that we in the future are not allowed to process your data. Withdrawal of your consent will not affect the legality of actions made before withdrawal.

If you want to exercise such rights, please feel free to contact Q-Interline on the following e-mail: [info@q-interline.com](mailto:info@q-interline.com)

Your request will be processed in accordance with the applicable data protection laws.

You have the right to lodge complaints to the Danish Data Protection Agency, if you are dissatisfied with the way Q-Interline processes your personal data:

Danish Data Protection Agency  
Borgergade 28, 5<sup>th</sup> floor  
DK-1300 København K  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

## **11. Updates**

This privacy policy is subject to continuously evaluation and updating by Q-Interline.

You should therefore regularly check the privacy policy for possible amendments, which may be relevant to the processing of your personal data.

This current version of the privacy policy was last updated on November 16<sup>th</sup>, 2021.