

HOW WE USE AND STORE YOUR PERSONAL DATA WHEN HIRING

*Mandatory information during
recruitment*

Processing of personal data for recruitment

The purpose of collecting personal data about you during the recruitment process is to assess whether you are a qualified candidate for a vacant position at Ennova A/S, Ennova AB or Ennova AS.

When you apply for a position with us, we receive and process a number of personal data about you. This means that we are the data controller for the personal data we process about you.

Please see our contact information below:

Ennova A/S
Daugbjergvej 26, 3
DK-8000 Aarhus C
CVR No. 19 58 73 47
E-mail: email@ennova.com
Tel.: +45 86 20 21 20

We will process your general personal data in connection with the recruitment process, but we may also process specific personal data, such as your social security number or data concerning criminal offences. Here you can read more about the type of data we process about you when you apply for a position with us.

When we receive your application

It is the personal data contained in your application, CV and other documents you have submitted that is registered during the recruitment process.

This will typically contain the following information: Name, address, date of birth, gender, telephone number, e-mail address, education(s), career history and recommendations/references.

We use Article 6(1)(b) of the Data Protection Regulation as a legal basis as it concerns personal data that you have submitted to us in order to be employed. In addition, the above information is necessary for our assessment of your application.

The data submitted is registered in our HR system.

We assess the application

We assess the qualifications of each candidate specifically in relation to the position advertised. When we have read the applications, candidates are selected for recruitment interview(s). The candidates who have not been invited for interview are notified of this.

We use Article 6(1)(b) of the Data Protection Regulation as a legal basis as it concerns personal data that you have submitted to us in order for your application to be assessed by us.

When we have selected you for a recruitment interview

We will receive additional data about you in connection with the recruitment interview, which we will register for use in the further recruitment process.

We use Article 6(1)(b) of the Data Protection Regulation as a legal basis as it concerns personal data that you have informed us of in order to be employed.

Data from social media

When we recruit for positions focusing on customer and collaborative relationships, it may be relevant for us to conduct a search on social media in the form of LinkedIn. We therefore collect personal data from third parties - in this case social media.

We use the balance of interests rule in Article 6(1)(f) of the Data Protection Regulation as a legal basis for collecting data about candidates from social media. We do this in order to assess whether you have a profile that is suitable for the company and the specific position.

Data from personality and cognitive test

The company carries out a personality and/or cognitive test in connection with the recruitment of certain positions. We always assess whether it is relevant to the position in question. The purpose of the personality test is to assess your preferred behavior while the cognitive test provides us with a picture of your learning ability. We use these tools as part of our survey to assess whether your profile is suitable for the company and the specific position. However, we will always make a specific assessment of both your application and the result of your personality and cognitive tests.

Your consent will be used in accordance with Article 6(1)(a) of the Data Protection Regulation as a legal basis for processing this data and you will therefore be asked to give your consent before the test is conducted. You may withdraw your consent at any time. You can do this by contacting us using the contact information above. The withdrawal of your consent will take effect from that date. Therefore, the lawfulness of our processing of your data will not be affected until you withdraw your consent.

Criminal record

For some positions, it is necessary for us to see a criminal record. We always assess whether it is necessary to collect a criminal record in relation to the content of the individual position. The purpose of this is to ensure that people in the financial administration holding positions with sole authority of the company's accounts and IT employees with full rights management do not have stressful relationships in relation to these duties on the criminal record.

We will only collect criminal record data after you have been offered a position with us. We will ask for your consent for the processing prior to doing so. We use Article 9(2)(1) and section 8(1) of the Data Protection Regulation as a legal basis for collecting data about criminal records.

Data from previous employees

For some positions, it is necessary to collect references from previous employers (third parties). If references are collected from one or more of your previous employers, we will register the data we receive.

Your consent will be used in accordance with Article 6(1)(a) of the Data Protection Regulation as a legal basis for processing this data and you will therefore be asked to give your consent before we contact one or more of your previous employers. You may withdraw your consent at any time. You can do this by contacting us using the contact information above. The withdrawal of your consent will take effect from that date. Therefore, the lawfulness of our processing of your data will not be affected until you withdraw your consent.

Retention and erasure

If you are not selected for the position, we will delete the data we have registered about you 1 month after the end of the recruiting process. We will however, delete the results of the personality and cognitive tests immediately after you have not been selected for the position, just as we will erase data from references collected following the end of the recruitment process in all cases.

In some situations, we may want to save your application for future recruitment, even if you have not been selected for the position. We will ask for your consent if we would like to save your application. Applications are saved for up to a further six months.

Unsolicited applications are saved for six months.

If you are employed, we will save the data that has been part of the recruitment process in your personnel folder, with the exception of the collected references. The data will subsequently be deleted when the 6th calendar year of the termination of your employment has expired, except for Ennova AB where the period will be 8 calendar years after the termination of your employment has expired.

Other recipients that may process your data

Others may will be able to receive your personal data in connection with the recruitment process. These may be providers who provide systems and assist with administrative functions, such as:

- Recruitment agencies
- Providers of personality and cognitive tests

Your rights

You have a number of rights in accordance with existing laws in the Data Protection Regulation and data protection law.

You must contact us if you wish to exercise your rights.

Right to view data (right of access), Article 15

You have the right to access the data we process about you, as well as a number of additional data.

Right of rectification, Article 16

You have the right to have the personal data we collect about you corrected if you believe that it is inaccurate.

Right to erasure, Article 17

In some specific cases, you have the right to have specific data about you erased prior to our normal date for deletion.

Right to restriction of processing, Article 18

In some cases, you have the right to restrict the processing of your personal data. If you have the right to restrict the processing of your data, henceforth, we may only process the data - apart from retention - with your consent or for the purpose of determining, establishing or defending legal requirements, or for protecting a person or important public interests.

Right to object, Article 21

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

Right to transmit data (data portability), Article 20

In some cases, you have the right to receive your personal data from us in a structured and machine-readable format, as well as have this personal data transferred from one data controller to another without hindrance.

You can read more about your rights in the Danish Data Protection Agency's guidance on rights at datatilsynet.dk.

Appeals to the Danish Data Protection Agency

You have the opportunity to appeal to the Danish Data Protection Agency regarding our processing of your personal data. Contact information for the Danish Data Protection Agency can be found at datatilsynet.dk.

Last updated: 17 May 2018