

Gottlieb Paludan Architects' personal data policy for applicants

Processing of personal data in connection with recruitment

The object of collecting personal data about you during the recruitment process is to assess whether you are a qualified candidate for a vacancy with Gottlieb Paludan Architects A/S. When you apply for a position with us, we receive and process various personal data about you. This means that we are the data controller of the personal data which we process about you, the data subject.

Gottlieb Paludan Architects A/S
Orientkaj 4
DK-2150 Nordhavn
Denmark
CVR number 18355949

In connection with the recruitment process, we process general personal data about you, but we may also process special categories of personal data about you. This text will provide you with more information about the personal data that we process about you when you apply for a position with us.

When we receive your application

In order to ensure safe processing of personal data, we only consider applications sent by email to job@gottliebpaludan.com or praktik@gottliebpaludan.com. During the recruitment process, we register the personal data that appear from your application, your CV and other documents that you attach. We register the forwarded personal data in our internal recruitment system. These are typically the following data: name, address, date of birth, gender, telephone number, email address, marital status, education, career history, references, etc.

We cite as authority Article 6 (1)(b) of the General Data Protection Regulation (GDPR), as it concerns personal data which you have forwarded to us yourself with a view to being employed.

We consider your application

We consider specifically every individual applicant's qualifications against the specifications of the published vacancy. When we have read all the applications, we select candidates for interviews. The candidates who are not selected are notified accordingly.

When we have selected you for an interview

At your interview(s), we receive further information about you which we note down for use in the further recruitment process. We cite as authority Article 6 (1)(b) of the GDPR, as it concerns personal data which you have forwarded to us yourself with a view to being employed.

Information from previous employers

For some positions, it is necessary to obtain references from previous employers. If we obtain a reference or references from one or more of your previous employers, we register the personal data which we receive. In accordance with Article 6 (1)(a) of the GDPR, we will use your consent as authority to process these personal data, and you will therefore be asked to give your consent before we contact one or more of your previous employers. You can withdraw your consent at any time. If you wish to do so, please use the contact details listed above. If you decide to withdraw your consent, it will take effect from that point in time. In other words, it will not affect the legality of our processing of your personal data up until the point in time when you withdrew your consent.

Storing and deleting

If your application is unsuccessful, we will delete the personal data which we have registered about you as soon as possible. If we employ you, we will store the personal data which have formed part of the recruitment process in your personnel file.

Storing applications with a view to later recruitment

In some situations, even though your application has been unsuccessful, we would like to keep your application on file with a view to potentially offering you a job at a later stage. We will ask for your consent if we would like to store your application. Generally, we store your personal data for a period of up to six months after we have had your consent.

Your rights

You have various rights in accordance with the GDPR and the Danish Data Protection Act.

Please contact us if you would like to exercise your rights.

Right to see your personal data (right of access), Article 15 of the GDPR

You have a right of access to the personal data which we process about you together with various further information.

Right to rectification, Article 16 of the GDPR

You have the right to have rectified inaccurate personal data about yourself.

Right to erasure ('right to be forgotten'), Article 17 of the GDPR

In special circumstances, you have the right to have erased personal data about yourself before the standard deadline of our general erasure.

Right to restriction of processing, Article 18 of the GDPR

In some cases, you have the right to have the processing of your personal data restricted. If you have the right to have the processing restricted, we are permitted to store your data, but in the future, we may only process your data with your consent or in order to establish, exercise or defend legal claims or to protect a natural or legal person or important public interests.

Right to object, Article 21 of the GDPR

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

Right to transfer personal data (data portability), Article 20 of the GDPR

In certain circumstances, you have 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 from the former.

You can read more about your rights in the Danish Data Protection Agency's brochure on data subjects' rights which is available at www.datatilsynet.dk. Information in English is available at, for example, www.ico.org.uk.

Complaints 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. You will find the Agency's contact details on its website www.datatilsynet.dk.

Changes to our personal data policy

We regularly review and update our personal data policy. It was most recently updated on 25 May 2018.