

# PERSONAL DATA POLICY – LAIGAARD & PARTNERS ApS

## **Laigaard & Partners ApS' processing of personal data**

The personal data you disclose in connection with the submission of your CV or otherwise submit in connection with a recruitment assignment, will solely be used and stored for purposes of conducting and completing a recruitment process. The purpose of processing your personal data will always be to evaluate your qualifications for employment with the recruiting company.

The personal data we process about you will typically be name, contact information, information about work experience and education ("CV"), salary information, personality tests, certificates, diplomas, criminal record, references, and notes from interviews with us.

The personal data is collected and stored, and your personal data is processed confidentially and in accordance with applicable data protection law.

## **Transfer of personal data to third parties**

We may transfer your personal data to our customers (companies etc.), who we assist with recruitment – but never without your consent, and never your criminal record. We transfer your data, when we have assessed that you are a relevant candidate for the position in question.

We may also transfer your personal data to data processors subject to legally compliant, written data processing agreements with these data processors. Laigaard & Partners ApS check and monitor that these data processors have implemented adequate technical and organisational processing security. For example, we use data processors for IT services and personality testing.

## **Interviews**

During the recruitment process, we conduct interviews through which we collect information that is disclosed. We only process and use the information, which is necessary and relevant in order to assess, whether you will remain in the process and potentially meet our customer through presentation.

## **Profiling**

Even though all our recruitment techniques currently involve decision-making by humans, we do, however, use profiling for example in the form of personality testing or aptitude tests as part of our recruitment activities.

In the future, we may employ fully automated technologies, such as expert systems or machine learning, to conduct a candidate selection process from start to finish, where it is relevant and in accordance with local laws and local requirements. Where relevant, we will inform you and ask for your consent, where necessary, before we conduct such activities.

### **Collection of information and references**

As Laigaard & Partners ApS always strive to find the best suited candidates, we may, if you consent, collect references from previous employers, education institutions or other relevant parties in connection with the recruitment process. We do not collect references from your current employer without your consent.

Additionally, we will often seek to collect further information about the candidate(s), which we assess is the most qualified. In that context, we will often, to the extent relevant, search for information available on the internet, including social media, LinkedIn and/or industry-specific media. Furthermore, we ask that you send information in the form of diplomas and criminal record.

You can obtain your criminal record yourself by using your NemID at:

[https://www.politi.dk/da/borgerservice/straffeattest/privat\\_straffeattest/](https://www.politi.dk/da/borgerservice/straffeattest/privat_straffeattest/)

In connection with filling certain specially trusted positions (e.g., chief financial officer/chief accountant) it may be relevant to collect information from third parties about your finances (e.g., a credit reporting agency). Insofar as this is relevant for the position for which you are applying, we will obtain your consent beforehand.

### **Sensitive information**

During the recruitment process, we encourage you, in accordance with the Health Information Act (“helbredsoplysningsloven”), to disclose potential health issues, which have significant importance for your ability to perform the work in question. Laigaard & Partners ApS do not collect sensitive personal data (including health information) without your explicit consent.

### **Legal basis**

Most of our processing activities will be carried out based on your consent as a legal basis.

However, we may collect information about you as a potential candidate, for example through networks or personal knowledge of you as well as publicly available sources and databases. The legal basis for this is our legitimate interest in conducting business in that we will, in each case, assess whether our legitimate interests override your interests or fundamental rights and freedoms.

### **Storage of personal data**

Laigaard & Partners ApS will store your personal data and other information for 1 year, after which they are deleted unless you renew your consent for the processing.

## Rights

In connection with our processing of your personal data you have the following rights:

- The right of access to the personal data Laigaard & Partners ApS process about you. We reply within reasonable time – no later than one month after your inquiry
- The right to have inaccurate data rectified
- The right to have data deleted, when the data is no longer relevant
- The right to object to unjustified processing
- The right to data portability
- The right to complain to a supervisory authority  
(Datatilsynet, Borgergade 28, 5th floor, DK-1300 Copenhagen, [www.datatilsynet.dk](http://www.datatilsynet.dk), Email dt@datatilsynet.dk, Telephone +45 33 19 32 00)

Where our processing is solely based on your consent, you have the right to withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

## The data controller's contact information

Laigaard & Partners ApS are data controllers for the collected and processed personal data. Our contact information is:

Laigaard & Partners ApS  
CVR-no.: 20892595  
Store Kongensgade 40H, 3rd floor.  
DK-1264 Copenhagen K

Laigaard & Partners ApS may amend this privacy policy at any time, in which case we will inform customers and candidates on our website.

## DPO/GDPR-responsible

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