

Applicant Privacy Notice

Document Information

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1 Introduction

The protection of your personal data is a matter of utmost importance to us. Accordingly, we process your personal data (also referred to as "data") strictly in accordance with applicable legal requirements. This policy is intended to inform you about how your data is processed within our organization and to outline the data protection rights to which you are entitled under the General Data Protection Regulation (EU) 2016/679 (GDPR).

2 Purpose and legal basis

We collect and process your data to manage and assess your application as part of our recruitment process. The legal basis of our processing of collection and processing of personal data is based on the GDPR, specifically:

- GDPR article 6(1)(b) - Performance of a contract •
- GDPR article 6(1)(c) - Legal obligations •
- GDPR article 6(1)(f) - Legitimate interests

3 What personal data we collect

We collect and process the data that you provide to us during the application process. This typically includes the following categories of data:

- First and last name
- Address
- Phone number
- Date of birth
- Information contained in your CV, educational records and certificates
- Other documents submitted as part of your application

In certain cases, we may also process additional data where required by the nature of the position. For example, if the role involves financial responsibility, we may request documentation confirming the absence of relevant criminal convictions (e.g., economic or fraud-related offences).

4 Why we collect and process your data

We collect and process your data exclusively for the purpose of managing and executing our recruitment procedures in a secure and compliant manner. This includes evaluating your application, determining your suitability for the role, and initiating any necessary pre-contractual steps related to potential employment. The legal basis for this processing is defined under the GDPR and depends on the context and type of data: •

- To assess your application and communicate with you throughout the recruitment process, we collect and process your data in accordance with Article 6(1)(b) GDPR, which permits processing necessary to take steps prior to entering into a contract.
- Where a certain position involves responsibilities that justify additional trust or screening, such as access to financial systems or handling of confidential company matters, we may request a criminal record extract to confirm the absence of relevant convictions. This processing is based on article 6(1)(f) GDPR, our legitimate interest in verifying a candidate's suitability for such roles. This is done only when necessary, and we have conducted Legitimate Interest Assessments (LIA) to ensure the data is handled lawfully and proportionately. •
- Where legally required, we also process applicant data under Article 6(1)(c) GDPR, for example to comply with employment, tax, or social security regulations if your application results in employment.

5 Sharing and transfer of data

Some of your data may be processed using systems provided by trusted third-party service providers, which support our recruitment and application processes. These providers operate under strict contractual obligations to ensure the confidentiality, integrity, and security of your data. Where such providers process data outside the EU/EEA, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses approved by the European Commission or use of services based in countries covered by an Adequacy Decision. We only engage with service providers that meet applicable data protection requirements and maintain a high standard of privacy and security.

6 Data storage duration

We store your data in accordance with applicable legal, regulatory, and contractual requirements. Our data retention policy ensures that applicant data is only retained for as long as necessary to fulfil the purposes for which it was collected.

In accordance with our data retention policy, job applicant data is deleted shortly after the conclusion of the recruitment process. However, in some cases, we may retain your data for up to 6 - 12 months to document the process or consider candidates for future opportunities.

If criminal records are collected during the recruitment process, they are subject to immediate deletion following verification and are never retained for further use.

We apply strict data minimization and storage limitation principles and regularly review retention practices to ensure compliance with data protection obligations.

7 Your rights under the GDPR

Your statutory rights under the GDPR include:

Right of Access: You have the right to request access to the personal data we hold about you. This is also known as a data subject access request and primarily allows you to receive a copy of the personal data we hold about you.

Right to Rectification: You have the right to request that any inaccurate or incomplete personal data be corrected.

Right to Erasure: You have the right to request the deletion of your personal data in certain circumstances. This is also known as the right to be forgotten.

Right to Object: You have the right to object to the processing of your personal data. However, this is only possible under certain conditions. Please reach out to us if you have any objections concerning your personal data.

Right to Restrict Processing: You have the right to request that we temporarily limit the use of your personal data, for example, while a correction is being made or a concern is being reviewed.

8 Contact point for data protection

For questions, requests to exercise your rights or any concerns about your data, please contact our Data Protection Officer at dpo@adminbyrequest.com.

9 Complaints

Should you wish to report a complaint if you feel that Admin By Request has not addressed your concern in a satisfactory manner, or if Admin By Request haven't acted in a lawful manner in regard to a request concerning your personal data rights, you may contact the Danish Data Protection Agency ("Datatilsynet"), at the following website:

<https://www.datatilsynet.dk/english>.

10 Document History

Version	Author	Changes
25 July 2025 1.0	Lukas Tranholm Olesen	Initial version