## Personal Data Policy (job applicants)



We protect your data when you apply for a position with us. GDPR is short for General Data Protection Regulation and is a new EU regulation aiming at strengthening your personal integrity. It will replace the Danish Data Protection Act.

We are data controllers for personal data that we process about you which means that we will protect data you send us. That is the case when you apply for an advertised position and when you send us an uninvited job application.

We will store personal data that include your name, your email address, your application and your résumé and any other documents included. As these are personal data, we may process them without your consent as you, the applicant, personally sent us data about you for the purpose of possible employment.

Your data will be saved in a secure manner. If you are hired, we will save your data in a personal file. If we do not find a job for you the first time, we will save your data for four months after receipt unless you ask us to delete your data before then.

If you have sent us an uninvited application, your application will be shared with relevant managers. If you have applied for an advertised position, your application will only be shared with the department or the persons who will attend a job interview with you.

Stjernholm A/S wants you to feel confident that we process your data in a secure manner.

If you would like to receive further information about your rights and how we collect and process your data, please feel free to contact us.

