

RECRUITMENT

TASK	PERSONAL DATA	PURPOSE	LEGAL BASIS	PERIOD	RECIPIENTS
Application, CV and supporting documents	<p>Applicants:</p> <ul style="list-style-type: none"> – Personal data (non-sensitive) – Confidential personal data – Special categories of personal data (sensitive) 	<p>Personal data are processed for the purpose of assessing whether the applicant is a qualified candidate for the position in question.</p> <p>Application, CV and supporting documents are stored so that the applicant may be considered for potential future positions relevant to the applicant's profile.</p> <p>If the applicant is selected for the position, the application, CV and supporting documents will be kept for the purpose of documenting the history of the employment.</p>	<p>Personal data (non-sensitive) are processed for the purpose of assessing whether the applicant is a qualified candidate for the position. Personal data (non-sensitive) about applicants are processed under the authority of Article 6(1) point (f) of the General Data Protection Regulation.</p> <p>The applicant consents to Poul Schmith's/Kammeradvokaten's storage of application, CV and supporting documents so that the applicant may be considered for potential future positions relevant to the applicant's profile, see Article 6(1), point (a) of the General Data Protection Regulation.</p> <p>If Poul Schmith/Kammeradvokaten chooses to employ the applicant in question, we will process personal data about the applicant to the extent necessary prior to conclusion of a contract, see Article 6(1), point (b) of the General Data Protection Regulation.</p> <p>As a general rule, Poul Schmith/Kammeradvokaten will not collect special categories of personal data (sensitive) about applicants. However, it cannot be excluded that an application or a CV received from an applicant will contain special categories of personal data (sensitive). If so, the data are processed under the authority of Article 9(2) point (f) of the General Data Protection Regulation.</p> <p>To the extent that the application contains CPR numbers (identification numbers), such numbers are processed under the authority of section 11(2), para (3) of the Danish Data Protection Act.</p>	<p>If the applicant is not selected for the position applied for, the applications and supporting documents will be erased six months after receipt of the application.</p> <p>If the applicant consents, the application, CV and supporting documents will be stored for six months after receipt of the application if the applicant wants to be considered for other positions.</p> <p>If the applicant is selected for the position, the application, CV and supporting documents will be erased not later than five years after end of employment.</p>	<p>Poul Schmith/Kammeradvokaten only discloses your personal data to the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter.</p> <p>Poul Schmith/Kammeradvokaten passes on personal data to our data processors (e.g. IT suppliers).</p> <p>Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.</p>
Criminal record certificate	<p>Applicants:</p> <ul style="list-style-type: none"> – Personal data (non-sensitive) – Confidential personal data 	<p>The purpose of gaining access to the candidate's criminal record certificate is to assess the candidate's suitability for the position.</p>	<p>The processing of personal data (non-sensitive) is necessary for Poul Schmith's/Kammeradvokaten's pursuit of a legitimate interest, see Article 6(1), point (f) of the General Data Protection Regulation. The legitimate interest is the assessment of the applicant's suitability for the position.</p>	<p>The criminal record certificate will be erased not later than three months after receipt.</p> <p>If HR receives a hardcopy version of a criminal record certificate, the criminal record certificate will be</p>	<p>Digitally collected criminal record certificates will be disclosed to the data processor.</p> <p>Poul Schmith/Kammeradvokaten only discloses your personal data to</p>

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		<p>The applicant will only be asked to present a private criminal record certificate if the applicant is offered employment.</p> <p>The purpose is furthermore for Poul Schmith/Kammeradvokaten to comply with its obligations under the Danish Anti-Money Laundering Act to meet the pre-employment screening requirements of that Act to prevent that the employees abuse their position for money laundering and terrorist financing or participation in such activity.</p>	<p>Information about criminal offences is processed for the purpose of pursuing a legitimate interest, see section 8(3), second sentence of the Danish Data Protection Act, cf. Article 10 of the General Data Protection Regulation.</p> <p>The legitimate interest is security considerations which require an assessment of the applicant's suitability for the position.</p> <p>The pre-employment screening of future employees takes place under the authority of Article 6(1), point (c) of the General Data Protection Regulation and section 8 of the Danish Anti-Money Laundering Act.</p> <p>The processing of data about the applicant's CPR number (identification number) takes place under the authority of section 11(2), para (3) of the Danish Data Protection Act.</p>	<p>shredded when the information has been registered in the employee's basic data. The criminal record certificate will be erased not later than three months after receipt.</p>	<p>the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter.</p> <p>Poul Schmith/Kammeradvokaten passes on personal data to our data processors (e.g. IT suppliers).</p> <p>Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.</p>
<p>Searches on the Internet, including social media</p>	<p>Applicants:</p> <ul style="list-style-type: none"> - Personal data (non-sensitive) - Special categories of personal data (sensitive) 	<p>Personal data are processed for the purpose of assessing whether the applicant is a qualified candidate for the position in question.</p> <p>Special categories of personal data (sensitive) are only processed to a limited extent and only if the applicant him/herself has made the data public.</p>	<p>The processing of personal data (non-sensitive) is necessary for the data controller's pursuit of a legitimate interest, see Article 6(1), point (f) of the General Data Protection Regulation. Poul Schmith/Kammeradvokaten pursues a legitimate interest in connection with the preparation of job interviews.</p> <p>Special categories of personal data (sensitive) are only processed when the data are manifestly made public by the applicant, see Article 9(2), point (e) of the General Data Protection Regulation.</p>	<p>The data are erased not later than 1 month after completion of the recruitment process.</p>	<p>Poul Schmith/Kammeradvokaten only discloses your personal data to the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter.</p> <p>Poul Schmith/Kammeradvokaten passes on personal data to our data</p>

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		<p>Searches on social media are not part of the standard recruitment procedure, and the data will only be collected to the extent that they are assessed to be relevant to the recruitment process.</p>			<p>processors (e.g. IT suppliers). Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.</p>
<p>Video surveillance (CCTV)</p>	<p>Applicants: – Personal data (non-sensitive)</p>	<p>Motion-controlled CCTV is installed in risk zones. The objective is to prevent and detect criminal offences, such as vandalism and burglary.</p> <p>CCTV surveillance has been installed in the reception area, by the entrance doors and in lift lobbies.</p> <p>There are no cameras in the conference rooms where job interviews are held.</p>	<p>The processing is necessary for Poul Schmith's/Kammeradvokaten's pursuit of a legitimate interest, see Article 6(1), point (f) of the General Data Protection Regulation.</p> <p>The legitimate interest is security considerations, including to prevent and detect vandalism and burglaries.</p> <p>Information about criminal offences is processed for the purpose of pursuing a legitimate interest, see section 8(3) of the Data Protection Act, cf. Article 10 of the General Data Protection Regulation. The legitimate interest is security considerations, including to detect vandalism and burglaries.</p>	<p>CCTV footage is erased after 30 days.</p> <p>Footage may be stored for a longer period if the footage is required for a specific dispute. In such case, the person involved in the dispute will be informed.</p>	<p>Poul Schmith/Kammeradvokaten only discloses your personal data to the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter.</p> <p>Poul Schmith/Kammeradvokaten passes on personal data to our data processors (e.g. IT suppliers). Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we</p>

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					<p>can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.</p>
Job agent	<p>Applicants: – Personal data (non-sensitive)</p>	<p>If the applicant has signed up for job agents, personal data will be processed for the purpose of submitting e-mails with job offers within the categories selected by the applicant.</p>	<p>The applicant consents to Poul Schmith's/Kammeradvokaten's processing, including storage and contact, see Article 6(1), point (a) of the General Data Protection Regulation.</p>	<p>The personal data are processed until the applicant's active deregistration from the service.</p>	<p>Poul Schmith/Kammeradvokaten only discloses your personal data to the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter. Poul Schmith/Kammeradvokaten passes on personal data to our data processors (e.g. IT suppliers). Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data</p>

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					Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.
Personality tests	Applicants: – Personal data (non-sensitive)	<p>Personality tests conducted in connection with the recruitment process are used as a dialogue tool during the recruitment process.</p> <p>Personality tests are offered if the results of the test may be relevant to discuss in relation to the position in question.</p>	Poul Schmith/Kammeradvokaten will process personal data (non-sensitive) from the applicant's completed personality tests on the basis of Article 6(1), point (f) of the General Data Protection Regulation, since the data are relevant to the recruitment decision.	Personality tests made during the recruitment process will be erased six months after completion of the test.	<p>Poul Schmith/Kammeradvokaten only discloses your personal data to the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter.</p> <p>Poul Schmith/Kammeradvokaten passes on personal data to our data processors (e.g. IT suppliers). Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.</p>
References from former	Applicants:	Personal data are processed for the purpose of assessing whether	The applicant consents to Poul Schmith/Kammeradvokaten contacting one or more specific persons for the purpose of obtaining references and in this	Applicants who are not offered a position will have their data erased	Poul Schmith/Kammeradvokaten only discloses your personal data to

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employers	– Personal data (non-sensitive)	the applicant is a qualified candidate for the position in question.	connection to process the applicant's personal data, see section 12(3) of the Danish Data Protection Act.	not later than six months after the recruitment process has ended. If the applicant is selected for the position, the data will be erased not later than five years after end of employment.	the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter. Poul Schmith/Kammeradvokaten passes on personal data to our data processors (e.g. IT suppliers). Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.
Preboarding	Applicants: – Personal data (non-sensitive)	When employing a new employee, Poul Schmith will submit information about the employment and the history of the firm. This takes place on the basis of the contact information already registered by us about the person concerned in connection with the application process.	Personal data for the purpose of submitting relevant material to the new employee are processed under the authority of Article 6(1), point (f) of the General Data Protection Regulation, since such processing takes place for the purpose of the employee's commencement of employment in the firm.	Not later than 3 months after the person's commencement of employment in the firm.	Poul Schmith/Kammeradvokaten only discloses your personal data to the extent necessary and if there is a legal basis for doing so. It may be to public authorities, private businesses or persons, foundations, associations etc. depending on the nature of the matter. Poul Schmith/Kammeradvokaten passes on personal data to our data

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					<p>processors (e.g. IT suppliers). Transfers of personal data to non-EU/EEA countries, which have not been deemed safe by the European Commission, may take place through the provision of various transfer tools that provide appropriate safeguards. As an example we can mention conclusion of the European Commission's standard contractual clauses regarding data protection with the recipient and additional measures. In special cases, transfers to non-EU/EEA countries may also take place pursuant to Article 49(1) of the General Data Protection Regulation, e.g., in cases where the transfer is necessary for the establishment, exercise or defence of legal claims.</p>

ACTION	AUTHOR	APPROVED BY	DATE OF APPROVAL	VERSION
Updating of form regarding compliance with requirements under the Danish Anti-Money Laundering Act	PNTH	SDFR	16-06-2023	1.4
Information regarding personal data transfers to non-EU/EEA countries	LBEN	SDFR	07-12-2022	1.3
Updating of form regarding compliance with the duty to inform	SDFR	SDFR	17-08-2022	1.2
Updating of form regarding compliance with the duty to inform	LBEN/SDFR	KURE	17-03-2022	1.1
Drafting of form regarding compliance with the duty to inform	MSKO	JNO	07-07-2020	1.0