

Privacy Notice for Job Applicants at Hotel SKT. Annæ ApS

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Controller

Hotel Skt. Annæ ApS is responsible for the processing of the personal data that we receive from you.

You are welcome to contact **Camilla Evelyn Uldal**, Hotel & Revenue Manager

Tel: +45 33 96 20 00

Email: ceu@hotelsktannae.dk

Personal Data

Note: Sent by email to the job applicant

We confirm receipt of your job application and will respond as soon as possible.

As we receive personal data from you, we have a duty to inform you of the following:

- The purpose of storing your personal data is to assess your qualifications in relation to the position.
- The legal basis is contract/agreement, as it is necessary for steps taken prior to entering into a potential employment contract, cf. Article 6(1)(b) of the General Data Protection Regulation (GDPR), as well as our legitimate interest in assessing whether you are the right candidate for the job, cf. Article 6(1)(f) GDPR.
- The categories of personal data we process include general data (e.g. name, address), special categories (e.g. CPR number), and sensitive personal data (e.g. health information).
- The data may be disclosed to external recipients, including recruitment agencies/headhunters, data processors, auditors, etc.
- Some of our data processors may be located outside the EU/EEA, but always with a lawful transfer basis.
- Your personal data originates from you, but may also come from publicly available sources (such as Facebook and LinkedIn).
- In case of employment, we retain your personal data for as long as permitted under applicable laws, including bookkeeping regulations, consent rules, limitation periods, and/or other relevant legislation. If your application does not result in employment, we will delete your data no later than 6 months after the rejection has been sent.
- We do not use profiling to make automated decisions that significantly affect your rights and freedoms.
- You must provide explicit consent for the processing of special or sensitive data (e.g. criminal record, health information, trade union membership, etc.). You may withdraw your consent at any time; however, this may in some cases result in us being unable to hire you or continue your employment (e.g. if a clean criminal record is required for the position).

Your Rights

Under the GDPR, you have several rights regarding our processing of your personal data. If you wish to exercise your rights, please contact us.

- You have the right of access and rectification, meaning you can request access to and correction/update of your personal data at any time.
- You have the right to erasure. Your data will be deleted no later than 6 months after a rejection, unless legal claims have not expired.
- You have the right to restriction of processing, meaning you can request limitations on how your personal data is processed.
- You have the right to object, meaning that in certain cases you can object to our otherwise lawful processing of your personal data.
- You have the right to data portability, meaning you can request to receive your data or have it transferred at any time.
- **Right to lodge a complaint:** If you wish to complain, you can contact Camilla Evelyn Uldal, Hotel & Revenue Manager, Tel: +45 33 96 20 00, Email: ceu@hotelsktannae.dk

If you believe that your data is not being handled correctly or in accordance with applicable regulations, you may lodge a complaint directly with the Danish Data Protection Agency:

Datatilsynet

Carl Jacobsens Vej 35

2500 Valby

Tel: +45 33 19 32 00

Email: dt@datatilsynet.dk

Website: www.datatilsynet.dk