

# PRIVACY NOTICE FOR CANDIDATES

At Boyum IT we respect your data privacy. This document describes how all Boyum IT companies, as the data controller, collect and process personal data about you in connection to applying for a job within the Boyum group and submitting your personal data to us.

Please read this in order to understand how we process, use and disclose your personal data. If you have any questions regarding Boyum IT's processing of your personal data, please contact us [dataprivacy@boyum-it.com](mailto:dataprivacy@boyum-it.com)

## 1. WE COLLECT AND PROCESS THE FOLLOWING TYPES OF PERSONAL DATA ON YOU:

- Personal information and contact details
- Education and work history
- Cover letter, CV and any other attachments you choose to include
- Portrait photo, if you choose to include
- In the events that you are invited for an interview, we may in some cases ask you to complete a personality and/or a cognitive test and you may also be asked to submit references from professional connections and portfolios, if relevant to the specific job

When we collect personal data directly from you for the purpose described above, you provide the personal data voluntarily with the purpose of being assessed in a recruitment process and/or to be able to enter into a contract with us. When you become a candidate in Boyum IT and/or apply for a job, you are not obliged to provide information to us.

However, the consequences of not sharing your personal data with us are that we won't be able to assess you in connection to a recruitment process and likewise, employ you.

In connection to a recruitment process, you may be asked to complete a personality test. In connection to this, please also note that we collect data from you via various test companies. If you are to be invited to complete one, you are asked to provide the test companies with your consent beforehand.

If you have not provided our supplier with your consent, it is not possible to conclude the test. Test results are stored along with your additional recruitment documents and with our test suppliers.

You may at any time withdraw your consent. If you withdraw the consent, this will not affect the lawfulness of the processing prior to the withdrawal.

## 2. DISCLOSURE OF THE PERSONAL DATA

Depending on your application and the geographical area, you are applying for, your data will be shared with relevant Boyum IT Group companies in the relevant countries in order for them to evaluate your profile towards existing vacancies.

The transfer of your personal data to Boyum IT Group companies is based on your choice to apply for jobs globally. Your application details will not be shared unless you have explicitly described that you are interested in the specific geographical area.

## 3. RETENTION PERIOD

When you apply for a job in Boyum IT you accept that we store the personal data for as long as necessary to fulfil the purposes above, however, for no longer than a 12 month period, after which you will have the opportunity to reconfirm that you want to remain as an active candidate in Boyum IT.

## 4. YOUR RIGHTS

Subject to certain statutory exceptions, you have the right to request access to the personal data we hold and process regarding you.

Further, you have the right to request us to rectify any personal data on you that might be incorrect, as well as the right to request us to restrict the processing of your personal data. You may request to receive any personal data on you that you provided to us, in a structured, commonly used format, if our processing of such personal data is based on your consent or a contract that you concluded with us (data portability).

Upon your request, we will erase personal data on you, unless we have a legal basis for continuing the processing. You also have the right to lodge a complaint with the competent supervisory authority, such as your national data protection agency.

### **Contact**

Please do not hesitate to contact us if you have any questions in regards to the protection of your personal data or if you wish to exercise your legal rights.

Boyum IT  
Sintrupvej 71b  
DK-8220 Brabrand

*We reserve the right to change this privacy notice.*

Brabrand, April 1th, 2019