

Processing of personal data – job applicants

We care about your personal integrity, and it is important that you feel safe in our processing of your personal data. This policy gives you as a job applicant at Cowins International Forsikringsmæglerselskab A/S more information about our processing of personal data.

What is personal data?

Personal data is information that can be directly or indirectly linked to you as an individual. Examples of such information are name, social security number, address, telephone number, financial information such as insurance premiums, assessments under anti-money laundering laws and technical information such as IP addresses. If a piece of information is classified as sensitive, such as health data, special measures are required to ensure that the information is handled in a safe and correct manner.

Cowins International Forsikringsmæglerselskab A/S only collects and uses personal data that is necessary to fulfil the purposes for which it is collected. This information is needed for us to be able to deliver our services and comply with applicable legislation. You have the right to object to certain processing of your data, for example for marketing purposes. More information about your rights and how you can exercise them can be found under the section "*Your rights in relation to your personal data*".

Your rights in relation to your personal data

According to the GDPR, you have several rights, for example, you have the right to know if and what personal data we process about you. Below you can read about your rights. Do you want to get in touch with us to exercise any of your rights? Then you are welcome and do it easiest by sending an email to kho@cowins.dk.

In some cases, you have the right to have your personal data deleted. This applies, for example, to information that we do not need to comply with a legal obligation or to fulfil our obligations under the applicable agreement.

Right to access your personal data

You have the right to find out whether Cowins International Forsikringsmæglerselskab A/S is processing your personal data and to receive a copy of your personal data. Through a so-called register extract, you get to know what information we have about you and how we process your personal data. Additional register extracts may be associated with a reasonable cost to you.

Right to data portability

You have the right to request that the personal data that you have provided to Cowins International Forsikringsmæglerselskab A/S in a structured, commonly used and machine-readable format be transferred to another data controller, so-called data portability. The right to data portability requires that we process the relevant personal data on the basis of consent (Article 6(1)(a)) or the performance of a contract (Article 6(1)(b)).

Right to rectification

This right means that you can request that we correct incorrect or incomplete information about you, and that we complete your information.

Right to restriction

If you believe that the data we hold about you is not accurate, that we do not need the data for a specific purpose or that the processing is contrary to law you have the right to request that Cowins International Forsikringsmæglerselskab A/S restrict our processing of your personal data. You can also request that we do not process your data while we are checking this, or while we are checking whether you have the right to object to certain processing as described below.

Right to object to the processing of your personal data

You have the right to object to our processing based on the lawful basis of legitimate interest, which is normally used when we contact you for marketing purposes. When you notify us that you no longer wish to receive direct marketing from us, we will turn off marketing and stop sending you marketing.

How do I contact Forsikringsmæglerselskab A/S?

If you have questions about how Cowins International Forsikringsmæglerselskab A/S handles your personal data, want to make a complaint about our processing of it or wish to exercise your rights, you can turn to the person you already have an established contact with or to Karin Hornbøll at kho@cowins.dk

If you wish to file a complaint about how we process your personal data to the Danish Data Protection Agency, you can do so by contacting the authority in one of the following channels:

Supervisory Authority: Danish Data Protection Agency (Datatilsynet)

Website: www.datatilsynet.dk

Email: dt@datatilsynet.dk

Phone: +45 33 19 32 00

Address:

Datatilsynet

Carl Jacobsens Vej 35

DK-2500 Valby

Denmark

Who is the data controller?

Cowins International Forsikringsmæglerselskab A/S

How do we process your personal data?

We process your personal data for recruitment purposes. The data is collected from the individual through the information provided in the application, such as name, e-mail address, social security number, telephone number, CV and cover letter, information from LinkedIn profile and other information such as grades and certificates and pictures. We may also record notes from interviews, conversations with reference persons, results from personality tests and information from background checks.

What is our legal basis for the processing of personal data?

Our processing of your personal data is based on a combination of legitimate interests (Article 6(1)(f)) and, in some cases, consent (Article 6(1)(a)). We have a legitimate interest in using your personal data to administer and document the recruitment process. We also have a legitimate interest in developing new and existing systems.

Legitimate interest

When we use the legal basis of legitimate interest, we always carry out a so-called balancing of interests. This means that we have assessed that our interest in processing your personal data in this way outweighs yours.

Cowins International Forsikringsmæglerselskab A/S legitimate interests:

- To collect contact information about you in order to be able to get in touch with you.
- To use your personal data to develop new and existing systems.

When does Cowins International Forsikringsmæglerselskab A/S share personal data with others?

You can be sure that we never sell your personal data to other companies.

How long do we keep your personal data?

The basic principle is that we will only retain your personal data for as long as it is necessary to fulfil the purposes for which it was collected. Personal data processed as part of your application will be stored in accordance with the discrimination legislation after the recruitment has ended.

If you have given your consent to the storage of your personal data for a longer period than stipulated in the Non-Discrimination legislation, the data will be stored for the period to which you have consented.

You can withdraw your consent at any time by contacting kho@cowins.dk