



Applicant Privacy Notice

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Change history

Date	Version	Created by	Description of change
25/07/2025	1.0	L.T. Olesen	Initial version
20/01/2026	1.1	L.T. Olesen	Annual review and update
03/08/2026	1.2	L.T. Olesen	Review, removed document information section; centralized in document management procedure.

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Introduction

At Admin By Request, the protection of your personal data is a matter of utmost importance to us. Accordingly, we process your personal data (also referred to as "data") strictly in accordance with applicable legal requirements. This privacy notice is intended to inform you about how your data is processed within our organization and to outline the data protection rights to which you are entitled under the General Data Protection Regulation (EU) 2016/679 (GDPR).

Purpose and legal basis

We use your personal data for the purposes described in this notice, including to manage and assess your application as part of our recruitment process.

We rely on one or more of the legal bases as set out in the GDPR to do this, as explained below:

- GDPR article 6(1)(b) - Performance of a contract
- GDPR article 6(1)(c) - Legal obligations
- GDPR article 6(1)(f) - Legitimate interests

What personal data we collect

We collect and process the data that you provide to us during the recruitment process. This typically includes the following categories of data:

- First and last name
- Address
- Phone number
- Date of birth
- Information contained in your CV, educational records and certificates
- Other documents submitted as part of your application

In certain cases, we may also require additional data due the nature of the job position. For example, if the job involves financial responsibility, we may request documentation confirming the absence of relevant criminal convictions (e.g., economic or fraud-related offences).

How we use your personal data

We use your data exclusively for the purpose of handling our recruitment process in a secure and compliant manner. This includes evaluating your application, determining your suitability for the role, and initiating any necessary pre-contractual steps related to potential employment. The legal basis for this is defined under the GDPR and depends on the context and type of data:

- We use your personal data to review your application and communicate with you during the recruitment process. This processing is necessary to consider entering into an employment contract with you, in line with Article 6(1)(b) of the GDPR.
- Where a certain position involves responsibilities that justify additional trust or screening, such as access to financial systems or handling of confidential company matters, we may request a

criminal record extract to confirm the absence of relevant convictions. This use is based on article 6(1)(f) GDPR, our legitimate interests in verifying a candidate's suitability for such roles. This is done only when necessary, and we have conducted Legitimate Interest Assessments (LIA) in accordance with the GDPR to ensure that the data is handled lawfully and proportionately.

- We may also use your personal data to comply with legal obligations, such as employment, tax, or social security requirements, where this applies if your application is successful, in accordance with (Article 6(1)(c) GDPR).

Sharing and transfer of data

Some of your data may be processed using systems provided by trusted third-party service providers, which support our recruitment and application processes. These providers operate under strict contractual obligations to ensure the confidentiality, integrity, and security of your data.

Where such providers process data outside the EU/EEA, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses approved by the European Commission or use of services based in countries covered by an Adequacy Decision. We only engage with service providers that meet applicable data protection requirements and maintain a high standard of privacy and security.

Data storage duration

We store your data in accordance with applicable legal, regulatory, and contractual requirements. Our data retention policy ensures that applicant data is only retained for as long as necessary to fulfil the purposes for which it was collected.

In accordance with our data retention policy, job applicant data is deleted shortly after the conclusion of the recruitment process. However, in some cases, we may retain your data for up to 6 - 12 months to document the process or consider candidates for future opportunities.

If criminal records are collected during the recruitment process, they are subject to immediate deletion following verification and are never retained for further use.

We apply strict data minimization and storage limitation principles and regularly review retention practices to ensure compliance with data protection obligations.

Your rights under the GDPR

Your statutory rights under the GDPR include:

Right of Access: You have the right to request access to the personal data we hold about you. This is also known as a data subject access request and primarily allows you to receive a copy of the personal data we hold about you.

Right to Rectification: You have the right to request that any inaccurate or incomplete personal data be corrected.

Right to Erasure: You have the right to request the deletion of your personal data in certain circumstances. This is also known as the right to be forgotten.

Right to Object: You have the right to object to the processing of your personal data. However, this is only possible under certain conditions. Please reach out to us if you have any objections concerning your personal data.

Right to Restrict Processing: You have the right to request that we temporarily limit the use of your personal data, for example, while a correction is being made or a concern is being reviewed.

Contact point for data protection

For questions, requests to exercise your rights or any concerns about your data, please contact our Data Protection Officer at dpo@adminbyrequest.com

Complaints

Should you wish to report a complaint if you feel that Admin By Request has not addressed your concern in a satisfactory manner, or if Admin By Request haven't acted in a lawful manner in regard to a request concerning your personal data rights, you may contact the Danish Data Protection Agency ("Datatilsynet"), at the following website: <https://www.datatilsynet.dk/english>.