

# Job Applicant Data Privacy Policy

Adform's commitment towards job applicant personal data processing and control

[← Corporate Privacy](#)

## **INTRODUCTION**

**PERSONAL DATA PROCESSED BY ADFORM**

**LEGAL BASIS FOR PROCESSING**

**RECIPIENTS OF YOUR PERSONAL DATA**

**TRANSFER OF YOUR PERSONAL DATA TO A THIRD COUNTRY OUTSIDE OF EU AND EEA**

**STORAGE OF YOUR PERSONAL DATA**

**YOUR RIGHTS AS A DATA SUBJECT**

**FILING OF COMPLAINT**

**CHANGES TO THIS PRIVACY POLICY**



When you apply for a vacancy at Adform A/S or any of its subsidiaries (“Adform”), Adform will collect and process personal data on you as a job applicant, including storage of your job application, your CV and other relevant material in case a relevant vacancy occurs in the company in the future.

Adform kindly requests that you only submit personal data about yourself in your job application, CV or other relevant material you choose to provide to us, to the extent such information is relevant for the specific position you are applying for. For this reason, please do not include information on your personal identification numbers (CPR, national identification number, tax identification number, national insurance number and similar, passport number and other similar identity numbers applicable in different EU regulations, hereinafter – Personal Identification Number) in the submitted documents and consider whether there is any other personal information, such as health information, information on family relations or similar, that is not necessary for Adform's recruitment process.

## Personal data processed by Adform

Adform processes the personal data you have provided to us by submitting your job application, CV and other relevant material (such as diplomas, references, etc.), and personal data that are collected from third parties for example, via LinkedIn, an online search or a former employer that, on the basis of your consent, has provided Adform with a statement for recruitment purposes.

## Legal basis for processing

Adform processes the personal data you have provided to Adform for recruitment purposes to pursue the legitimate interests of Adform, such as administration of the recruitment process and evaluation of the job applicants. If you are chosen for one of our vacancies, such processing will also be necessary in order to take steps at your request prior to entering into an employment contract.

Storage of your personal data for relevant future recruitment only takes place based on your consent.



Adform may disclose personal data about you to certain third party recipients, such as intra-group companies or service providers in relation to the recruitment process. Such parties will only process personal data about you on behalf of Adform and in accordance with the instructions given by Adform. Thus, these third-party recipients are not permitted to process your personal data for their own purposes.

## Transfer of your personal data to a third country outside of EU and EEA

In certain cases, your personal data may be transferred outside of the EU/EEA. Adform ensures that such transfer will be carried out in accordance with the applicable data protection laws. This entails that any party outside of the EU/EEA that will receive your personal data will ensure an adequate level of protection, for example, by adhering to the EU-US Privacy Shield or entering into the EU standard contractual clauses with Adform. If you have any inquiries in relation hereto, you are welcome to contact Adform's Data Protection Officer by sending an email to [dpo@adform.com](mailto:dpo@adform.com).

## Storage of your personal data

Adform will store your job application, CV and other relevant material for 1 year if you are not chosen for the vacancy you applied for, and if you have given your consent to such storage. Hereafter, your personal data will be deleted.

If you have not given Adform your consent for the storage of the documents, these will be deleted at the soonest possible date.

## Your rights as a data subject

Adform processes about you.

Furthermore, depending on the circumstances you also have the right of rectification of your personal data, erasure, restriction of the processing of your personal data, data portability and the right to object against the processing of your personal data.

If you wish to exercise any of the above-mentioned rights, you are welcome to contact Adform's Data Protection Officer by sending an e-mail to [dpo@adform.com](mailto:dpo@adform.com).

## Filing of complaint

If you wish to file a complaint regarding Adform's processing of your personal data, you can contact Adform's Data Protection Officer by sending an email to [dpo@adform.com](mailto:dpo@adform.com). If your complaint is not resolved by Adform, you can contact your local Data Protection Authority ([http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)).

## Changes to this Privacy Policy

This Privacy Policy ("Privacy Policy") will be updated on a regular basis and when necessary due to changes in applicable law. The Privacy Policy will always include information on the effective date of the most recent version. To the extent that the changes of the Privacy Policy are regarded as material and significant, you will be expressly informed hereof, for example, on Adform's website.

Don't miss out on the latest news and information from Adform



**SIGN UP**

[Open Positions](#)

[Corporate Governance](#)

[Privacy Center](#)

[Opt-out](#)

[Policies and Guidelines](#)



2021 Adform. All rights reserved.

