



**TIKKURILA DANMARK A/S**  
**PERSONAL DATA POLICY – RECRUITMENT**  
(FEBRUARY 2018)

When you submit a job application to Tikkurila Danmark A/S (hereafter referred to as "TIKKURILA"), it is important that you familiarise yourself with Tikkurila's personal data processing policy. This applies regardless of whether you are submitting an unsolicited application or applying in connection with a job vacancy notice.

**How TIKKURILA processes personal data**

The personal data you provide in connection with submission of your job application, or otherwise as part of a recruitment procedure, will be utilised and retained for the sole purpose of completing the recruitment process, and also in connection with any appointment.

TIKKURILA processes your personal data in confidence and in compliance with applicable legislation on personal data.

**Contact information**

If you apply for a position on the basis of a job vacancy notice, you can get in touch with the contact person stated in the notice for further details about the actual position and TIKKURILA's handling of personal data.

When submitting an unsolicited application, please address your application to Kirsten Dam-Jensen (kirsten.dam@tikkurila.com) and/or Bitten Friis Nissen (bitten.friisnissen@tikkurila.com).

**Transmission of personal data to third parties**

If we use external companies in connection with the recruitment process – including recruitment firms, personality test providers etc. – this will be stated on the job vacancy notice.

Transmission of your personal data to any third parties will take place in accordance with written data processor agreements with the relevant parties, who operate in compliance with applicable regulations. TIKKURILA monitors the data processors it uses to ensure they have sufficient IT security.

**Obtaining references**

Since TIKKURILA has a legitimate interest in finding the best qualified candidates for jobs with TIKKURILA, we may obtain references from previous employers, educational institutions or other relevant parties. A reference from your current employer will not be sought without your consent.

**Sensitive information**

TIKKURILA will not seek to obtain sensitive personal information (including health-related information) without your express consent. When submitting an application, you are asked to provide information about any health-related conditions that significantly affect your ability to perform the job for which you are applying.

If you are being appointed to a position of particular trust, it may be relevant to obtain information from a third party regarding your financial situation (e.g. from a credit information agency). We will obtain your prior consent for this, provided this is relevant to the position for which you are applying.

**Retention of personal data**

TIKKURILA stores information about jobseekers at external suppliers' premises within the EU/EEA.



Collaboration with these suppliers is incorporated in written data processor agreements that comply with applicable regulations. TIKKURILA monitors the data processors it uses to ensure they have sufficient IT security.

#### **Personal data retention period**

TIKKURILA will retain your application and other information until such time as TIKKURILA has assessed the application and, if a specific job vacancy notice is involved, until TIKKURILA has implemented and concluded the recruitment process, but for no longer than six months. If you are appointed by TIKKURILA, your application will be retained for the duration of your employment.

#### **Rights**

You have the following rights with regard to TIKKURILA's processing of your personal data:

- The right to gaining access to which type of personal data being processed by TIKKURILA. We will respond within a reasonable timeframe, but no later than one month from the date of your enquiry
- The right to have any inaccurate personal data corrected
- The right to have information that is not longer relevant deleted
- The right to object to any unauthorised processing of personal data
- The right to lodge a complaint with the Danish Data Protection Agency (Datatilsynet, Borgergade 28, 5., DK-1300 Copenhagen, [www.datatilsynet.dk](http://www.datatilsynet.dk), E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk), Telephone: +45 3319 3200).