

PRIVACY POLICY

Amrop P/S

This Privacy Policy explains how Amrop P/S ("We", "Us") processes your personal information.

1. DATA CONTROLLER

The entity responsible for the processing of your personal information is:

Amrop P/S

VAT: 41 97 31 61

Grønningen 17, 1st floor.

DK-1270 Copenhagen

Email: info@amrop.dk

Telephone: +45 70 23 73 83

2. DESCRIPTION OF THE PROCESSING

| Purpose | Categories of personal data | Source of the personal data | Legal basis for the processing | Recipients | Data retention |
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| Candidates | | | | | |
| <p>Purpose #1</p> <p><u>Candidate database:</u></p> <p>We process your personal data in relation to delivering services to our customers. In relation to this we process information about you for a position with the customer. We collect these personal data when you send us your CV,</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none">NameTitle, link to LinkedIn profileCV, including photographs, education history, and job experience | <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none">Directly from youAn employerA previous employer or other third-party sourceOnline sources, e.g. social media that are publicly available | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none">Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to bring you in consideration for a position at one of our customers) | <p>We share your personal data with:</p> <ul style="list-style-type: none">Suppliers and vendors that We work with to assist our company (meaning service providers, technical support, and financial institutions)Customers and potential customers | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year where the contract with the customer is terminated or since the last communication with you.</p> |

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| <p>when a third party recommend you, or through LinkedIn. This information may be enriched over time when you are in consideration for a position at one of our customers.</p> | <ul style="list-style-type: none"> • Civil status, nationality, children, education, and qualifications • Information regarding current employment, including salary, bonus, pension, period of notice, company car, and non-competition clauses. • Degree certificate and picture ID • Results from personality and intelligence test • Notes from interviews with Amrop | <ul style="list-style-type: none"> • References | | | <p>Information may be retained for a longer period, if there are specific reasons for this, especially if it is necessary to comply with a legal obligation or for the establishment, exercise, or defence of legal claims.</p> |
| <p>Purpose #2</p> <p><u>Customer communication:</u></p> <p>We process your personal data in relation to delivering our services to our customers.</p> <p><u>Pitch and presentations</u></p> <p>Your personal data is also processed for the purpose of suggesting you for a position at a customer. We process your personal data in relation to our pitches, proposals, and presentations.</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none"> • Name • Title, LinkedIn profile • CV, including photographs, education history and job experience | <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none"> • Directly from you • An employer • Online sources, e.g. social media that are publicly available | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> • Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to communicate you as a candidate to our customers) | <p>We share your personal data with:</p> <ul style="list-style-type: none"> • Suppliers and vendors that We work with to assist our company (meaning service providers and technical support) • Customers and potential customers | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year where the contract with the customer is terminated or since the last communication with you.</p> <p>Information may be retained for a longer period, if there are specific reasons for this, especially if it is necessary to comply with a legal obligation or for the establishment, exercise, or defence of legal claims.</p> |

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| <p>Purpose #3</p> <p><u>Candidate follow up</u></p> <p>We may process personal data about you when you agree to participate in surveys about the performance of Amrop.</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none"> Name, email address, title Responses to questions about the performance of Amrop | <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none"> Directly from you | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to evaluate of our work) | <p>We share your personal data with:</p> <ul style="list-style-type: none"> Suppliers and vendors that We work with to assist our company (meaning service providers and technical support) Customers and potential customers | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year where the contract with the customer is terminated or since the last communication with the company.</p> <p>Information may be retained for a longer period if there are specific reasons for this.</p> |
| Customers | | | | | |
| <p>Purpose #4</p> <p><u>Customers:</u></p> <p>We process your personal data in relation to delivering our services to our customers. In relation to this we process information about you if you are employed by one of our customers or have another relation to these. We collect these personal data when you act on behalf of your employer/our customer for this, e.g., entering contracts, delivering of services, and general contact.</p> <p>Additionally, we process your personal data for</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none"> Name, address, email address, telephone number, and title | <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none"> Directly from you An employer | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> Article 6.1.c (Necessary for Us to comply with a legal obligation. The legal obligation follows from the Danish Bookkeeping Act) Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to communicate with you and to deliver our services to you) | <p>We share your personal data with:</p> <ul style="list-style-type: none"> Suppliers and vendors that We work with to assist our company (meaning service providers, technical support, and financial institutions) | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year where the contract with the customer is terminated or since the last communication with the company.</p> <p>Information may be retained for a longer period if there are specific reasons for this.</p> |

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| customer management, e.g. invoicing and customer communication. | | | | | |
| Other services | | | | | |
| <p>Purpose #5</p> <p><u>Board Assessments:</u></p> <p>We process your personal data in relation to delivering our services pertaining to Board Assessments. We will process your personal data in order to evaluate the Board's competences within a number of areas. Upon preparing an assessment of the Board, we will prepare a GAP analysis and provide recommendations for improving the Board, e.g. changing the Board to ensure that there are certain competences within the Board.</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none"> Name, gender, age Title CV, including photographs, education history and job experience Results from personality and intelligence test Degree certificate and qualifications Notes from interviews with Amrop 360-degree surveys | <p>We collect your personal data from the following source:</p> <ul style="list-style-type: none"> Directly from you An employer References or colleagues | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to perform an analysis of the Executive Management and the Board of the customer) | <p>We share your personal data with:</p> <ul style="list-style-type: none"> Suppliers and vendors that We work with to assist our company (meaning service providers and technical support) Customers and potential customers | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year where the service was delivered.</p> <p>Information may be retained for a longer period if there are specific reasons for this.</p> |
| <p>Purpose #6</p> <p><u>Leadership assessments:</u></p> <p>We process your personal data in relation to delivering our services pertaining to leadership assessments. Upon</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none"> Name Title, link to LinkedIn profile | <p>We collect your personal data from the following source:</p> <ul style="list-style-type: none"> Directly from you An employer A previous employer or other third-party | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to perform an analysis of | <p>We share your personal information with:</p> <ul style="list-style-type: none"> Suppliers and vendors that We work with to assist our company (meaning service | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year</p> |

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| <p>agreement with our customer/your employer, we will prepare an analysis of you, which will result in a report regarding your competences, strengths, and areas for improvement. The report is sent to our customer/your employer and may also be sent to you.</p> | <ul style="list-style-type: none"> • CV, including photographs, education history, and job experience • Degree certificate and picture ID • Personality and intelligence test • Notes from interviews with Amrop | <p>sources, e.g. a colleague</p> <ul style="list-style-type: none"> • References or colleagues | <p>the Executive Management and the Board of the customer)</p> | <p>providers and technical support)</p> <ul style="list-style-type: none"> • Customers and potential customers | <p>where the service was delivered.</p> <p>Information may be retained for a longer period if there are specific reasons for this.</p> |
| <p>Purpose #7</p> <p><u>Coaching services</u></p> <p>We process your personal data in relation to delivering our services pertaining to coaching of you. Upon agreement with our customer/your employer, we will prepare an analysis of you and provide feedback to you and our customer/your employer.</p> <p>Hereinafter, the coaching sessions will begin, and we will work with you on improving certain areas. When the coaching sessions are completed, a report will be drafted, which will be sent to our customer/your employer.</p> | <p>We process the following categories of personal data:</p> <p><u>Ordinary personal data</u></p> <ul style="list-style-type: none"> • Name, age, telephone number, and email-address • Title, link to LinkedIn profile • CV, including photographs, education history, and job experience • Degree certificate and picture ID • Personality and intelligence test • Notes from interviews with Amrop • 360-degree surveys | <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none"> • Directly from you • An employer • References or colleagues | <p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> • Article 6.1.f (Necessary for the pursuit of legitimate purposes of Us to perform an analysis of you and to plan a coaching course) | <p>We share your personal data with:</p> <ul style="list-style-type: none"> • Suppliers and vendors that We work with to assist our company (meaning service providers and technical support) • Customers and potential customers | <p>We will retain personal data processed for this purpose for as long as it is necessary for this purpose.</p> <p>This will be up to 5 years from the end of the year where the service was delivered.</p> <p>Information may be retained for a longer period if there are specific reasons for this.</p> |

3. CONSEQUENCES OF THE PROCESSING

A majority of the personal data processed in accordance with this Privacy Policy happens solely for the purpose of customer managing and based on regular performance and management purposes. If you do not wish for us to process your personal information, this may have negative consequences in the sense that we will not be able to provide you with our services.

4. TRANSFERS TO COUNTRIES OUTSIDE THE EU/EEA

In some cases, We will be transferring personal data to countries outside the EU/EEA.

We may transfer personal data to countries which have been deemed by the Commission of the European Union to have an adequate level of protection of personal data. If the country/countries has/have not been deemed by the Commission of the European Union to have an adequate level of protection of personal data, We will provide appropriate safeguards for the transfer through the use of "Model Contracts for the Transfer of Personal Data to Third Countries", as published by the Commission of the European Union, or any other contractual agreement approved by the competent authorities. You may obtain a copy of the contract/agreement by contacting Us at info@amrop.dk.

5. YOUR RIGHTS

You have the following rights:

- You have the right to request access to, rectification, or erasure of your personal data.
- You also have the right to have the processing of your personal data restricted.
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before the withdrawal of your consent. You may withdraw your consent by contacting us at info@amrop.dk.
- You have the right to receive your personal information in a structured, commonly used, and machine-readable format (data portability).
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency.

Furthermore, you have the right to object to processing of your personal data as follows:

- If processing of your personal data is based on article 6.1.e. or article 6.1.f., see above regarding legal basis, you have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data.
- Where your personal data are processed for direct marketing purposes, you have the right to object at any time to the processing of personal data about you for such marketing.

You can take steps to exercise your rights by e-mailing info@amrop.dk.

There may be conditions or limitations on these rights.

Last updated: 08.05.2024