

PRIVACY NOTICE

ARKIL A/S

This privacy policy explains how Arkil A/S ("we" or "us") processes your personal data.

1 DATA CONTROLLER

The legal entity responsible for the processing of your personal data is:

Arkil A/S

Søndergård Allé 4

6500 Vojens

CVR No. 15 07 05 44

Email: arkil@arkil.dk

Telephone: 73 22 50 50

2 DESCRIPTION OF SERVICES

Below we have explained our different processing of personal data.

2.1 Management of customer relationships and partners

2.1.1 Purpose

In connection with our management of customer relationships and business partners, we process a number of personal data about customers, business partners and their employees in order to be able to handle our delivery of services, invoicing and accounting, quality management and control, as well as any other matters related thereto, including handling disputes.

2.1.2 Categories of personal data

In connection with the above, we process personal data about our customers, partners and their employees in the form of name, e-mail address, telephone number, address, place of work, position, bank and payment information in the form of registration and account number and any other personal data that appears from job descriptions or other material related to the job in question that we have been hired to perform or assist with.

2.1.3 Sources

We collect personal data directly from our customers, partners or their employees.

In certain cases, we may also collect or receive personal data about employees from their employer, which is either our customer or business partner.

2.1.4 Basis for processing

If you entrust us with the performance or assistance of a task on your behalf as a private individual, we process your personal data on the basis of Art. 6.1.b, as the processing is necessary to enter into and perform our agreement with you. The same applies if we employ you to perform or assist with a task for us.

If the company in which you are employed engages us to perform or assist with a task for this company, we process your personal data on the basis of Art. 6.1.f where our legitimate interest is to be able to fulfil the agreement that we have entered into with your workplace and to be able to correspond with you about this. The same applies if we hire the company where you are employed to perform or assist with a task for us.

We store your personal data in job descriptions or other material related to a task that either we, you or the company where you are employed are engaged to perform or assist with on the basis of GDPR Art. 6.1.f, where our legitimate interest is to be able to document the history in the process.

We also process your personal data included in accounting material on the basis of Art. 6.1.c, as we are legally obliged to store them in accordance with the Danish Bookkeeping Act.

In the event of a dispute about a claim or similar, we may process your personal data included in relevant material on the basis of GDPR Art. 6.1.f. Our legitimate interest is to be able to establish, assert or defend a legal claim and to be able to secure our documentation thereof in accordance with applicable statutes of limitation.

2.1.5 Receivers

We may disclose your personal data to our suppliers, including IT and support providers, external advisors and financial institutions with whom we collaborate and who assist us.

In addition, we may disclose your personal data to public authorities, including SKAT, to which we are legally obliged to report certain information, courts or tribunals, and any other third parties if necessary.

2.1.6 Storage

We only store the above-mentioned personal data for as long as it is necessary to achieve the purposes mentioned above.

We generally store your personal data in task descriptions or other material related to a task for three years from the completion of the task in accordance with the limitation period in the Danish Prescription Act.

We generally store your personal data in accounting material for the current financial year plus five years in accordance with the Danish Bookkeeping Act.

In the event of a dispute about, for example, a claim or similar, we generally store the personal data concerned for 10 years after the case has been closed, in accordance with the absolute limitation period in the Danish Statute of Restrictions.

2.2 General communication

2.2.1 Purpose

When we receive an enquiry from you, we process your personal data to be able to respond to your enquiry.

2.2.2 Categories of personal data

In connection with the above, we process personal data about you in the form of name, e-mail address and, if applicable, address and telephone number.

2.2.3 Sources

We collect personal data directly from you when you send us your enquiry.

2.2.4 Basis for processing

We process your personal data on the basis of Art. 6.1.f where our legitimate interest is to be able to respond and communicate with people who approach us.

2.2.5 Receivers

We may disclose your personal data to our suppliers, including IT and support providers, with whom we collaborate and who assist us.

2.2.6 Storage

We store personal data arising from general enquiries for up to one year after the end of correspondence, unless there are special reasons for storing the information for a longer period.

2.3 Job applicants

2.3.1 Purpose

When you send us your job application and associated documents, such as CV, recommendations or other, we process personal data about you in order to be able to handle your application and assess whether we can offer you employment with us.

2.3.2 Categories of personal data

In connection with the above, we process ordinary personal data about you in the form of name, email address, address, telephone number, educational history, exam results, current and previous employments, qualifications and competences, references and other information in the application, CV or any other related documents.

2.3.3 Sources

We collect this personal data directly from you or from references that you have given us your consent to contact.

2.3.4 Basis for processing

We process your personal data on the basis of Art. 6.1.f, where our legitimate interest is to be able to handle both your application and the documents attached to it in order to be able to assess whether we can offer you employment with us.

If we process personal data about you that we collect by contacting your references, this takes place on the basis of your consent, cf. GDPR Art. 6.1.a.

2.3.5 Recipients

We may disclose your personal data to our suppliers, including IT and support providers, with whom we collaborate and who assist us.

2.3.6 Storage

We generally store your personal data for six months after the end of the employment process.

However, we may obtain your consent to store your personal data for a longer period of time. If you give your consent, we will store the data for up to two years after the end of the employment process.

If you are employed by us, your personal data will generally be stored for five years from the date of termination of your employment, unless there is a need to store this information for a longer period for special reasons.

2.4 Our website

2.4.1 Purpose

When you visit our website, we collect personal data about you, including as a result of our use of cookies.

We use your personal data to optimise the user experience and efficiency of our website, to compile statistics on your use of the website and to target our website content and marketing to you.

In this context, we use third-party cookies to remember your settings, to track your use of the website, for statistical purposes and to target content and marketing. You can read more about this in our cookie policy at www.arkil.dk.

2.4.2 Categories of personal data

In connection with the above, we process general personal data about you in the form of IP address, information about your IT equipment, including internet browser, operating system and MAC address, as well as information about your behaviour, including your use of our website.

2.4.3 Sources

We collect this personal data directly from you through your use of our website and through the cookies used.

2.4.4 Basis for processing

We process your personal data on the basis of your consent, cf. GDPR Article 6.1.a, and partly on the basis of Art. 6.1.f.

Where we process your personal data on the basis of Art. 6.1.f, our legitimate interest is to be able to offer you an optimally functioning and efficient website (technically necessary cookies). All other processing takes place on the basis of GDPR Art. 6.1.a.

2.4.5 Receivers

We may disclose your personal data to our suppliers, including IT, support and cookie suppliers with whom we collaborate and who assist us.

2.4.6 Storage

We only store this personal data for as long as it is necessary to achieve the purposes mentioned above, and our retention period will normally depend on the individual cookie used. It varies how long a particular cookie is stored on your devices and browsers. A cookie lifetime is calculated based on your last visit to the website.

2.5 Information from us in the form of newsletters, marketing etc.

2.5.1 Purpose

When you give your consent to receive information from us, we process personal data about you in order to register your consent and send the information to you.

2.5.2 Categories of personal data

In connection with the above, we process ordinary personal data about you in the form of name, e-mail address, telephone number, position and workplace.

2.5.3 Sources

We collect this personal data directly from you.

2.5.4 Basis for processing

We process your personal data on the basis of Art. 6.1.f. Our legitimate interest is to be able to send you relevant information.

2.5.5 Receivers

We may disclose your personal data to our suppliers, including IT and support providers, with whom we collaborate and who assist us.

2.5.6 Storage

If you withdraw your consent to receive information from us, we will no longer use your personal data for sending it.

We store identification information and documentation of consent and its withdrawal for up to five years after we have sent you newsletters before you withdraw your consent, unless we are entitled or obliged to store the information for a longer period of time due to, for example, a dispute about this. Any other data we process about you for the aforementioned purpose will be deleted as soon as you withdraw your consent.

If we have not sent you newsletters before you withdraw your consent, we will delete your personal data immediately after you withdraw your consent.

However, we may continue to process your personal data for other purposes set out in this privacy policy if you are subject to one or more of these processing activities.

2.6 Receiving and using information about citizens in connection with the performance of tasks

2.6.1 Purpose

When we perform a task for one of our customers or partners, we may receive personal data about the citizens in the area where the task is performed.

We process this personal data for the purpose of performing the task and possibly communicating with citizens about it.

2.6.2 Categories of personal data

In connection with the above, we process ordinary personal data in the form of name, address and, if applicable, email address, telephone number and information in correspondence.

2.6.3 Sources

We collect this personal data from our customer or business partner or directly from the citizen.

2.6.4 Basis for processing

We process this personal data on the basis of Art. 6.1.f. Our legitimate interests are to be able to perform the task for our customer or business partner and to be able to communicate with citizens about this.

2.6.5 Recipients

We may disclose this personal data to our suppliers, including IT and support providers with whom we collaborate and who assist us.

2.6.6 Storage

In general, we store this personal data for up to one year after the task in question has been carried out, unless there is a need to store this information for a longer period for special reasons.

3 MANDATORY INFORMATION

The personal data mentioned in section 2.3.2 of this policy and requested in connection with the submission of a job application may be mandatory. In such cases, if you do not provide us with the requested personal data, you risk that we will not be able to either process or accommodate your application.

4 YOUR RIGHTS

You have the following rights:

You have the right to request access to, rectification of or erasure of your personal data.

You also have the right to restrict the processing of your personal data.

If the processing of your personal data 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 your withdrawal of your consent. You can withdraw your consent and exercise your rights as set out below.

You have the right to receive the personal data you have provided in a structured, commonly used and machine-readable format (data portability).

You can always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency

In addition, you have the right to object to our processing of your personal data in the following cases:

If our processing of your personal data is based on Art. 6.1.f (balance of interests), see above under grounds for processing, you have the right to object to such processing at any time for reasons relating to your particular situation.

You also have an unconditional right to object to our processing of your personal data if we process your data for direct marketing purposes.

You can exercise your rights by sending an email to arkil@arkil.dk stating which right(s) you wish to exercise.

There may be conditions or limitations to these rights. Therefore, it is not certain that you have the right to data portability in the specific case - this depends on the specific circumstances of the processing activities.

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