

## **Storage of personal data**

### **1. Data controller**

The data controller responsible for processing the personal data in the application process is:

Regarding applications in TDC NET A/S: TDC NET A/S, Teglholmsgade 1, 2450 København SV,  
cvr.nr.40075267

Regarding applications in TDC Pensionskasse: TDC Pensionskasse, Teglholmsgade 1, 0900 København  
C,cvr.nr. 71967611

Regarding applications in Dansk KabelTV: Dansk Kabel TV A/S, Teglholmsgade 1, 2450 København SV,  
cvr.nr.17981684.

In the following, the data controller is referred to as "the company".

### **2. The Data Protection Officer (DPO):**

Hans Christian Spies, DPO for TDC NET A/S and its subsidiaries

Contact:

TDC NET A/S, Attn. Hans Christian Spies, DPO  
Teglholmsgade 1  
DK-0900 Copenhagen C

E-mail: [dpo@tdcnet.dk](mailto:dpo@tdcnet.dk)

### **3. The purposes and the legal basis for the processing**

The data you provide is voluntary, but is necessary in order to be considered for the position, as the purpose of registration is to create a qualitative, quick and easy way to connect applicants with jobs, and find the best candidate based on an individual assessment of the candidates' competences and qualifications. The purpose of the processing after completing the recruitment process is providing feedback and documenting the recruitment process in the event of any legal claims.

The company recommends that you do not include special categories of personal data in your application or CV but only provides us with data such as name, address, education, former education and other qualifications. The company processes this type of data based on Article 6 (1) (c) and(f)

#### *Special categories of personal data and personal data relating to criminal convictions and offences*

The legislation provides special rules for the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. Data about criminal offences is a special type of normal data.

The company recommends that you do not include these data in your application or CV. If your application and CV nonetheless contains this type of data, the company processes such data based on the Danish Data Protection Regulation Article 8 (5) cf. Article 7 (1) and Article 9 (2) (f) of the General Data Protection Regulation.

***Cpr. Number***

The company uses electronic signature via e-boks for signing of employment contracts. If you get the job you may be asked if you have a Danish identification number (cpr number) for this purpose, cf. the Danish Data Protection Regulation Article 11, (2) litra 3. The company also processes your cpr. number if it is provided by you in your CV, diplomas etc., cf. the Danish Data Protection Regulation Article 11, (2) litra 2, cf. Article 7 (1), cf. Article 9 (2)(f) of the General Data Protection Regulation.

***Photo***

When you are interviewed the company may take a passport photo of you to be able to prepare a ID Card for you. The ID card will be delivered when hired and must always be visible. The photo on the ID card is a security measure to ensure unambiguous identification of the persons moving around in the company's buildings and ensuring that unauthorized persons are not allowed.

***Work permit***

If employed, you will be asked to submit documentation for proof of right of employment in Denmark. For Danish citizens, this will typically mean a copy of the passport, while citizens from other nations will be asked for documentation of a valid work permit. This information will be registered in OurPeople and the submitted documentation stored in your electronic personnel file. This is due to the fact that TDC NET by law is required to document that only employees with a valid work permit are employed. The information you disclose is processed on the basis of Article 6 (1) (c) of the Data Protection Regulation, cf. section 13 of The Danish Alien's Act.

**4. Recipients of your data**

Your data will be treated confidentially and will only be available to employees involved in the recruitment process, i.e. the job manager and the HR employees associated with the job posting. If you get the job, your closest colleagues will be notified of your employment, date of accession, job title, education and previous professional experience, if relevant.

The company will contact you before consulting any of your listed references or you may be asked to provide references with your consent.

Our job website has been developed in cooperation with:

Cornerstone OnDemand Limited, Reg.no. 0714311  
 4 Coleman Street  
 London, EC2R 5AR  
 United Kingdom

Cornerstone provides the software and stores the data for TDC NET's data processor which is Nuuday A/S, Teglholmsgade 1, 2450 København SV, Company Registration Number: 40075291.

United Kingdom is a so-called third country outside of EU/EEA. The disclosure of information is based on Article 45 (1) of the General Data Protection Regulation. Information of other subprocessors or transfers to other third countries can be provided by contacting [hrhelpdesktdcnet@tdcnet.dk](mailto:hrhelpdesktdcnet@tdcnet.dk).

The company may use different data processors such as suppliers of tests and video applications. You can obtain a list of the current data processors and their contact details by sending an email to [hrhelpdesktdcnet@tdcnet.dk](mailto:hrhelpdesktdcnet@tdcnet.dk). If the company transfer data to a third country you will be informed. If the transfer is based on the standard contractual clauses of the European Commission, a copy of this basis can be obtained on application.

## 5. Test environment

A separate test environment has been created in OurPeople, where personal data on applicants as well as employees are processed. The test environment is established to ensure data quality before changing any settings in the system. In addition, testing can be used for program and system development.

Tests, performed to ensure data quality, are processed on the basis of the Data Protection Regulation article 6 (1)(e), cf. article 5 (1) (d) and article 25. Personal data that are processed for program and system development are based on Article 6 (1) (f) the balancing of interests, as the company has a legitimate interest in being able to develop the efficiency of our systems.

Tests are always performed under the necessary safety precautions.

## 6. Social media

The company does not systematically use social media such as Facebook and LinkedIn but uses the social media when it is relevant to provide information about the candidate's suitability for the job.

If you have published information about yourself online in open profiles, the company may use the information for recruitment purposes as long as the information is legitimate and relevant in the recruitment process, cf. Article 6 (1)(f), Article 9 (2) (e), and Article 5 of the General Data Protection Regulation.

The company can use eg Facebook for job postings. When you visit the company's Facebook page, the company, together with Facebook, is responsible for the processing of personal data associated with Facebook's use of cookies from the site. You can read more about this on the company's Facebook page.

## 7. Storage and erasure of data

### Storage

You can access your data at any time by logging into your profile. Log in using your username and password, click on the arrow to the right of the position you have applied for and select 'Cancel'.

### Erasure of data

If you do not get the job and you make no changes to your profile, your CV and application will be deleted no later than six months after the date of refusal.

However, you can delete the data at any time prior to this by logging into your profile. Log in using your username and password, click on the arrow to the right of the position you have applied for and select 'Cancel'.

The company will store personal data about candidates, that are employed, for up to five years after employment has ended.

## 8. Your rights

According to the General Data Protection Regulation as an applicant, you have a wide range of rights as to the company's processing of your information. These rights are listed below:

### Right of access by the data subject

You have the right to obtain confirmation as to whether or not personal data concerning you are being processed and different information on this matter.

**Right to rectification**

You have the right to obtain without undue delay the rectification of inaccurate personal data concerning you.

**Right to erasure**

You have the right to obtain the erasure of your personal data before the company's general erasure date within six months.

**Right to restriction of processing**

Under certain circumstances you have the right to obtain the restriction of processing. Where processing has been restricted, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.

**Right to object**

Under certain circumstances you have the right to object to processing of your personal data.

**Right to data portability**

Under certain circumstances you have the right to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller.

**Where do you read more about your rights**

You can read more about your rights at the home page of the Danish Data Protection Agency: [www.datatilsynet.dk](http://www.datatilsynet.dk)

If you want to use your rights:

TDC NET A/S  
HR Services Sletvej 30  
8310 Tranbjerg J  
or  
[hrhelpdesktdcnet@tdcnet.dk](mailto:hrhelpdesktdcnet@tdcnet.dk)

**9. Objection**

If you do not agree with the way in which the company processes your personal data, you can send your objection to:

Datatilsynet  
Carl Jacobsens Vej  
352500 Valby

You will find a form for complaint at [www.datatilsynet.dk](http://www.datatilsynet.dk).

However, we recommend that you always discuss the matter with HR Services first.