

Information about our processing of your personal data during the recruitment process

Processing data during our recruitment process

We collect personal data about you during the recruitment process to assess whether you are a suitable candidate to a vacant position at Paranova.

When you apply for a vacant position with us, we will process a number of personal data, mostly general categories of data, but it can happen we also process criminal records and social security number. That makes us data controller of those information and you can find our contact details under Contact.

When we receive your application

When you apply you fill out our form with e.g. name, address, date of birth, phone number etc. and also upload your resume and application including e.g. education, marital status, previous employments.

Our legal basis for processing those data is GDPR art 6 (1) (b), as you have given us the information yourself with a view to a possible employment. Our legal basis for processing those data is GDPR art 6 (1) (b), as you have given us the information yourself with a view to a possible employment.

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We access the applications

We evaluate each candidate based on the vacant position. We do not use automatic decisions. After we have read the applications we invite the relevant candidates for 1. interview.

If you are invited for interview

During the interview we will gain more information about you, which we note and use for the further assessment. We also use personal profile and logical assessment tools.

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Storage and deletion

If you do not get the job, we will delete your data after 6 months. You will get an email from the recruitment system shortly before the end for the 6months with a link to extend the period for another 6 months. If you do not use the link your data will automatically be deleted.

If you did the personal profiling and logical test during the recruitment process, we will delete the results within 3 months after the rejection.

If you are hired we will store the data from the recruitment process in your employee file.

Your rights

You have a number of rights under the General Data Protection Regulation in relation to our processing of data about you. If you want to use your rights, please contact us.

Right to see information (inscribed)

You are entitled to gain insight into the data that we are processing about you, as well as a number of additional information.

Right to rectification (correction)

You are entitled to get any incorrect information about yourself corrected.

Right to deletion

In special cases, you have the right to ask for deletion of data about you before the time of our general deletion occurs.

Right to limitation of processing

You may, in certain cases, have the right to restrict the processing of your personal data. If you are entitled to limited processing of data, in future, we may only process data - except for storage - with your consent or for the purpose of determining, enforcing or defending legal claims, or for protecting a person or important social interests.

Right to object

In some cases, you may object to our otherwise legitimate processing of your personal information.

Right to transmit information (data portability)

You may, in certain cases, have the right to receive your personal information in a structured, commonly used and machine-readable format and to transfer such personal data from one data manager to another without any interference.

You can read more about your rights in the Data Inspectorate's Guide on the Registrar's Rights, which you will find at www.datatilsynet.dk/<https://www.datainspektionen.se>/<http://www.tietosuoja.fi/en>

Complaint to Data Inspectorate

You are entitled to file a complaint with the local authorities for Data Inspectorate, if you are unhappy with the way we process your personal information. You will find the Data Inspectorate's contact information at:

For Denmark:

Datatilsynet, www.datatilsynet.dk

For Sweden:

Datainspektionen, <https://www.datainspektionen.se/om-oss/kontakta-oss/>

For Finland:

Data Protection Ombudsman, <http://www.tietosuoja.fi/en/index.html>