

Privacy Policy for IFU - Investeringsfonden for Udviklingslande

This Privacy Policy explains how IFU - Investeringsfonden for Udviklingslande ("IFU", "We" or "us") processes your personal data in connection with our recruitment process.

1 DATA CONTROLLER

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

IFU - Investeringsfonden for Udviklingslande

Company number 23 59 86 12

Fredericiagade 27

1310 Copenhagen K

Denmark

IFUHR@ifu.dk

Tel: +45 33 63 75 70

2 DESCRIPTION OF THE PROCESSING

<u>Purpose</u>	<u>Categories of personal data</u>	<u>Sources of the personal data</u>	<u>Legal basis for the processing</u>	<u>Recipients</u>	<u>Data retention</u>
<p>Recruitment</p> <p>We manage your personal data in connection with our recruitment process to evaluate whether we can offer you a position with IFU.</p> <p>Our recruitment process is as follows:</p> <ol style="list-style-type: none"> 1) Receive and process letters of application for specific job postings. 2) Receive and process letters of application. 3) Process personal data in connection with personality tests and other professional tests and language tests. 4) Process personal data in connection with security clearance (if relevant). 	<p>We process the following categories of personal data about:</p> <p><u>Ordinary personal data:</u></p> <p><u>Personal details and contact information:</u> e.g. name, e-mail and telephone details, home address, date of birth and age, gender, nationality, photography and personal identification number or identification number.</p> <p><u>Education and training details and other qualifications,</u> such as e.g. details contained in letters of application and resume/CV, previous employment and references, work experience, education history, grades, professional qualifications, language, preferred languages and other relevant skills and the result of the personality test results.</p> <p><u>Other details,</u> such as leisure interests.</p>	<p>We collect your personal data from the following sources:</p> <ol style="list-style-type: none"> a) Directly from you, such as through the application process. b) From third parties which may include: <ol style="list-style-type: none"> a. References b. Former colleague or c. Other third parties, including external recruiters. 	<p>We process your personal data on the following legal bases:</p> <ol style="list-style-type: none"> a) Article 6.1.a (Consent). b) Article 6.1.b (Necessary for the performance of a contract you are you are a part in). c) Article 9.2.a (Express consent). d) Article 9.2.b (necessary for the purpose of carrying out obligation in the field of employment, social security and social protection). e) Article 10, cf. section 8 of the Danish Data Protection Act. 	<p>We share your personal data with:</p> <ul style="list-style-type: none"> • Suppliers and vendors, including recruitment and test suppliers, IT suppliers, support, suppliers of goods and financial institutions that we cooperate with to assist our company. • IFU's regional offices. • Public authorities. 	<p>We will store personal data as long as it is necessary in order to fulfil the purposes mentioned.</p> <p>In general, personal data will be deleted after 5 years from the retirement date (certain personal data 5 years + present financial year due to the companies act), unless there are special reasons for a longer retention period.</p> <p>However, the following exemptions apply:</p> <ul style="list-style-type: none"> • Personal data for applicants who have received a rejection letter and unsolicited job applications will be retained up to 6 months (in accordance with the guidelines of The Danish Data Protection Agency) unless the applicant has agreed to a longer retention period.

	<p><u>Sensitive personal data:</u> <u>Data concerning health</u></p> <p><u>Information about criminal convictions and offences:</u> <u>Data related to violations of laws subject to criminal liability.</u> <u>Criminal records</u></p>				
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3 CONSEQUENCES OF THE PROCESSING

As part of our recruitment process and with your consent we will carry out a personality test and other relevant professional tests and language tests. In this connection we will process your personal data including the result of the personality test.

4 TRANSFERS TO COUNTRIES OUTSIDE THE EU / EEA

As part of our processes we can transfer your personal data to IFU's regional offices, including IFU's regional offices located outside the EU / EEA. This means that your personal data can be transferred to the following countries outside the EU / EEA: Singapore, India, China, Ukraine, Colombia, Brazil, South Africa, Nigeria, Ghana and Kenya.

Transfers to third countries will only be done in connection with specific purposes, mentioned in item 2 above, and we will also see to it, that all guaranties necessary will be in place before any transaction to a country outside the EU / EEA, due to the following:

- (a) According to the Commission's rating, these countries do not have a sufficient protection level of personal data. We shall therefore see to it that the necessary guaranties are available when we use
 - The Commission's standard contracts, published by the Commission, or other contracts approved by competent authorities. You can get a copy of this contract/agreement by contacting us at IFUHR@ifu.dk.

5 COMPULSORY INFORMATION

In order to be able to evaluate your job application and evaluate whether we may offer you a position with IFU you must provide us with your personal details and contact details, your educational data and other qualifications and in some cases you must also inform us about sensitive personal data and information about criminal convictions and offences as listed in item 2 above.

6 YOUR RIGHTS

You have the following rights:

- You have the right to request access to and rectification or erasure of your personal data.
- You also have the right to object to the processing of your personal data and to have the processing of your personal data restricted.
- 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 you withdrew your consent.
- You have the right to receive your personal data 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.

There may be conditions or limitations on these rights. It is therefore not certain that you for example have the right of data portability in the specific case – this depends on the specific circumstances of the processing activity.

24 May 2018