



DANISH  
TECHNOLOGICAL  
INSTITUTE

DANISH TECHNOLOGICAL INSTITUTE

# RECRUITMENT POLICY

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# 1 Introduction

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- 1.1 Please note that when you apply for a position at the Danish Technological Institute, the Danish Technological Institute, in its capacity as data controller, collects, registers and processes data about you.
- 1.2 This Recruitment Policy applies to personal data that you provide when applying for a position through the recruitment process of the Danish Technological Institute (online or paper-based) and data that the Danish Technological Institute collects in the course of the recruitment process.

## 2 Creating a user profile

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- 2.1 When you apply for a position online, you will be asked to create a profile and provide personal data such as name, e-mail, address, telephone number, date of birth, nationality, gender and possibly also a photo. You will also be asked to state your educational background and work experience and to attach an application, a CV and any other relevant documents, e.g. exam certificates or references. We use this information to evaluate and facilitate your application.
- 2.2 The data you have provided through the recruitment system are evaluated and facilitated on the basis of the consent you gave when you created your user profile. The legal basis for this is section 6(1) of the Danish Data Protection Act (Act No. [502]); see also point (a) of article 6(1) of the General Data Protection Regulation ("GDPR"): Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016).

## 3 Receipt of applications

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- 3.1 When we receive your application, we will send you an acknowledgement of receipt. In the process of processing the applications, we shortlist candidates to be invited for an interview, based on how well their qualifications match the requirements of the open position(s).

Candidates are invited for interviews by e-mail or telephone.

## 4 Processing data and references submitted with applications

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- 4.1 During the recruitment process for a specific position, we receive and process the information you provided when you created your user profile in the recruitment system and the information you provided in your application, CV and any other attachments.

- 4.2 Furthermore, we often search for additional information about the applicant(s) we deem to be best qualified. In this connection we frequently search for relevant data published on the Internet or in social media. We may also ask you to send us additional information. Unless we specifically inform you otherwise, such information collected by us would include the following categories of data: information about your work for previous employers, including information related to your work duties, skills and performance; information about personal appearance, behaviour and interpersonal skills; and any other information about you that has been posted on the Internet and is therefore in the public domain, to the degree that we deem such information to be relevant for the purpose of processing your application.
- 4.3 We will ask for your permission in advance should we wish to obtain references from your current or previous employers. If you do not provide your consent, we will not ask for these references. Unless we specifically inform you otherwise, the information we may collect includes the following categories of data: information about your work for previous employers, including information related to your work duties, skills and performance; information about personal appearance, behaviour and interpersonal skills; and the reasons why you no longer work for or wish to work for the employer in question. We may need to collect special categories of data (see article 9 of the GDPR), including data concerning your health.

- 4.4 We process the data you have provided through the recruitment system on the basis of the consent you gave when you created your user profile. The legal basis is section 6(1) of the Danish Data Protection Act; see point (a) of article 6(1) of the GDPR.
- 4.5 We process the data we collect from your current or previous employers on the basis of the consent you have given us to obtain references. The legal basis is section 6(1), of the Danish Data Protection Act; see point (a) of article 6(1) of the GDPR, and you may also consult section 7(1) of the Danish Data Protection Act; see point (a) of article 9(2) of the GDPR.
- 4.6 If we search the Internet for information about you, the basis of processing the data may be that you have published the information yourself and/or that we deem the collection of such data to be in our legitimate interests since the purpose is to evaluate whether you are the most suitable candidate for the position for which you have applied. In this case, the legal basis is section 6(1) of the Danish Data Protection Act; see point (f) of article 6(1) of the GDPR. See clause 4.2.



## 5 Interviews

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- 5.1 During the recruitment process we conduct interviews that focus on your professional and personal skills, the challenges posed by the position and the Danish Technological Institute as a place of work.
- 5.2 We make notes of some of the information provided during the interview(s). We only use relevant information in our evaluation of whether or not to offer you the position.
- 5.3 We process the data you provide during the interview(s), either on the basis of your consent (see clause 4.4 above) or because we deem gathering the data to be in pursuance of our legitimate interests, since the purpose is to evaluate whether or not you are the best candidate for the position you have applied for. In this case, the legal basis is section 6(1) of the Danish Data Protection Act; see also point (f) of article 6(1) of the GDPR.

## 6 Use of personality tests

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- 6.1 In connection with the recruitment process, we use personality tests for some positions. However, this would always require your consent, which is given in connection with you taking the test.
- 6.2 Normally, you would take the test after we have conducted one or more interviews with you. The purpose of the test is to shed light on your personal skills as a basis for a dialogue about your personal resources, strengths and weaknesses.
- 6.3 The test would never stand alone, but instead form part of the entire basis for selecting the right candidate for the position.
- 6.4 We process the information we record and store in connection with your personality test on the basis of your consent. The legal basis for this is section 6(1) of the Danish Data Protection Act; see also point (a) of article 6(1) of the GDPR.

## 7 Health-related data

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- 7.1 We may in special cases process data concerning your health. It may be relevant in circumstances in which an illness could seriously affect your ability to discharge the duties involved in the position you are applying for.
- 7.2 If we deem it necessary to collect health-related data in a specific situation, we will tell you what illnesses or symptoms of illnesses we are requesting information about. Naturally, we respect the restrictions and limitations set out in the Danish Health Information Act.
- 7.3 We process such health-related data on the basis of section 12(1) of the Danish Data Protection Act; see also Part II of the Danish Health Information Act.

## 8 Credit details

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- 8.1 If you are applying for a position of special trust – for example, an executive position that would put you in charge of finances, accounting or bookkeeping assignments – then we are entitled to collect information about your creditworthiness from a credit rating agency.
- 8.2 If we intend to collect information about your creditworthiness, we will notify you separately, for example by notifying you that you have been assessed by a credit rating agency. We will also inform you if and how we subsequently store any credit details.
- 8.3 We collect and store your credit information if we deem the collection of such data to be in our legitimate interests, since the purpose is to assess your financial soundness and creditworthiness in order to evaluate whether or not you are the right candidate for the position for which you have applied. The legal basis for this is section 6(1) of the Danish Data Protection Act; see also point (f) of article 6(1) of the GDPR.

## 9 Use of data for statistical purposes and optimisation of our recruitment and testing system

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- 9.1 Personal data about you that are not classified as special categories of personal data in the GDPR or that do not relate to criminal convictions or violations of law (see articles 9 and 20 of the GDPR) may also be included as statistical material for the purpose of optimisation and maintenance of the online recruitment and testing systems of the Danish Technological Institute.
- 9.2 We process information for statistical purposes and for optimisation of our recruitment and testing systems because we deem this to be in our legitimate interests, since the purpose is to improve our recruitment and testing system. The legal basis for this is section 6(1) of the Danish Data Protection Act; see also point (f) of article 6(1) of the GDPR.

## 10 Subsequent processing, deletion, destruction or storage of personal data

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- 10.1 Applicants who have been interviewed will receive a reply either by e-mail or telephone. Once we have filled the position, we will send a rejection letter to all unsuccessful candidates.
- 10.2 Applications and personal data in the Danish Technological Institute's online recruitment system will automatically be deleted 180 days after receipt of your most recent application or your most recent login. We also store all paperbased applications and other personal data, including test results, for 180 days, after which time they are destroyed. The 180-day period starts when the Danish Technological Institute receives the application or the test results.
- 10.3 If we end up hiring you, the information we received and processed in connection with the recruitment process will be stored in your personnel file in accordance with the relevant rules, in which case you will receive information on our employee personal data protection policy.

## 11 Categories of recipients of personal data about you

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- 11.1 Your personal data will be available to any employee at the Danish Technological Institute who is involved in the recruitment process. Your personal data may also be transferred to our data processors, who help us attain the objectives set out in this policy, e.g. the suppliers of online recruitment and testing systems to the Danish Technological Institute.

## 12 Information about your rights etc.

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- 12.1 Under data protection law, you hold a number of rights in connection with our processing of your application and personal data. If you wish to exercise any of your rights, please use the contact details provided in clause 13. You can also directly edit or delete personal data about you in the online recruitment system of the Danish Technological Institute.

**In this connection you have the right to**

- be notified when we have collected information about you and stored it in our IT system.
- access information about you that we have collected and used in our processing of your application.
- object to or request that we restrict the processing of data, rectify or erase data, etc., for example if you believe that the information is incorrect.
- withdraw any consent that you have given. Please note, however, that this right may mean that your application is rejected.

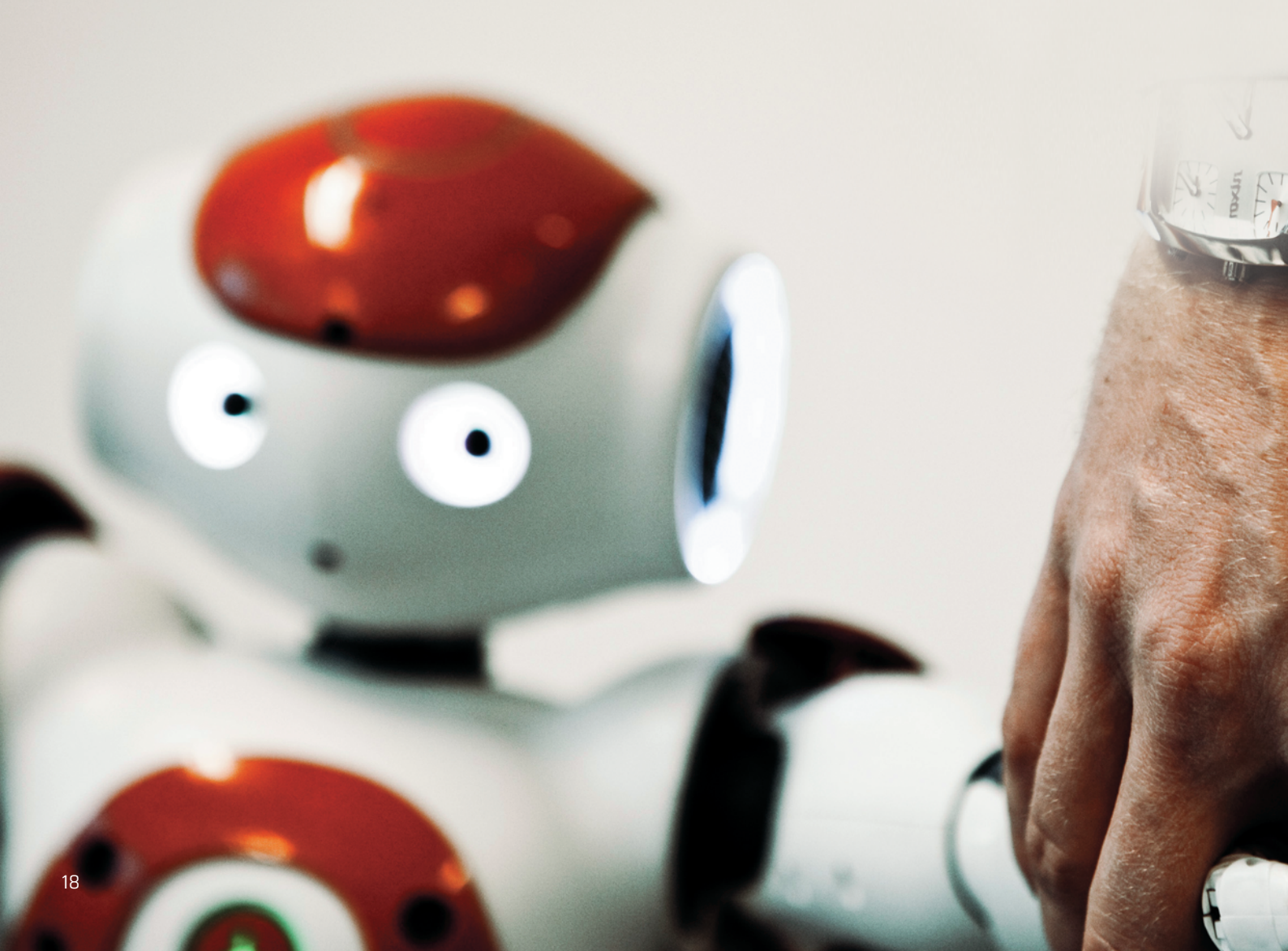
In addition, you have the right to data portability to the extent that this is relevant.

Please note, however, that this right may be subject to exemptions under the law.



- 12.2 You can read more about data protection law and your rights on the website of the Danish Data Protection Agency [www.datatilsynet.dk](http://www.datatilsynet.dk).
- 12.3 You have the right to lodge a complaint with the Danish Data Protection Agency if you believe that your personal data have been processed in contravention of data protection law. Contact details for the Danish Data Protection Agency are as follows:

The Danish Data Protection Agency  
Borgergade 28, 5  
1300 Copenhagen K  
Tel. +45 3319 3200  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)





## 13 Contact details

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- 13.1 If you have any questions to or comments on our processing of your personal data, or if you wish to invoke any of your rights, you may contact us at any time at:

The Danish Technological Institute  
Gregersensvej 1  
DK-2630 Taastrup  
CVR No. 56976116  
E-mail: [asp@dti.dk](mailto:asp@dti.dk)  
Tel.: 7220 2006

- 13.2 If you have any questions to or comments on our recruitment process, you may contact us at:

The Danish Technological Institute  
Gregersensvej 1  
DK-2630 Taastrup  
CVR-No. 31934826  
E-mail: [msh@dti.dk](mailto:msh@dti.dk)  
Tel.: +45 7220 2276



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