

## DRC Privacy Statement for Recruitment

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The security of your personal data is very important to DRC.

This Privacy Statement explains how we collect, use and keep your personal information secure. We encourage you to read this Privacy Statement carefully and if you have any questions or concerns about how DRC uses your personal data, please contact ([drc@drc.ngo](mailto:drc@drc.ngo)) and we will try to address your concerns.

However, please keep in mind that contacts provided in this Privacy Statement will not be able to answer to any questions related to your job application.

For the purposes of applicable data protection legislation, the data controller of your employment related personal data will, unless otherwise advised, be the DRC legal entity recruiting for the specific position for which you apply.

### Scope of this Privacy Statement

This Privacy Statement applies to all personal data provided by you in your candidate profile and job application(s) (including personal data that you choose to import to your online or paper application process from third party sites such as LinkedIn, Facebook or Google and etc., any subsequent information supplied by you in connection with your application and any information obtained from third parties such as prior employers, other references, credit agencies, security firms and other sources where we are entitled to collect that data as well as any personnel data collected by DRC as part of the recruitment process, personnel data collected by DRC as part of a previous employment process and personal data submitted in the DRC Candidate Pool.

By clicking “Yes I have read the Privacy Statement and I accept it” or signing the Privacy Statement form you consent to DRC using, storing and otherwise processing your personal data (including any sensitive personal data) in accordance with the description below.

### How will we use your data?

Your personal data will be used by DRC to assess your application and verify your information. We will also use your information to handle the necessary contacts with you. If you apply for a job, DRC will also see any job alerts that you have created and may contact you about other positions that fit your interest. If you do not want to be contacted by DRC recruiters, you can always choose to delete the job alert.

When applying for a position with DRC, you may be requested to submit personal data to your profile, such as your name, e-mail address, mobile phone number, your primary language and an attachment of your resume/CV.

You may also be requested to provide additional data and information, such as your address, cover letter, relevant education and any other relevant information required for DRC to evaluate your application. You may be requested to respond to various assessment tests, including assessment tests on personality profiling.

Please be aware that prior to hiring you for a position in the field you may be requested to complete a background check. For more information about this background check see the DRC [Safeguarding through the employment-cycle](#).

As part of the background check DRC will conduct reference checks if you are successful in the interview process and will reach out to you to seek your consent to contacting your references. For certain positions, DRC also will conduct a criminal histories check for the selected candidate in conjunction with the employment offer. The employment with DRC is conditional on a satisfactory outcome of the above background checks.

If you are already employed or if you have previously been employed within DRC, personal data collected by DRC as part of this employment, including but not limited to information on your internal job history, appraisals, assessment and personality profiling results, education and courses will automatically accompany your application when you apply for a new position internally.

If you are applying for a position where health certification is required by law or internal policy, you may also be required to participate in a health examination in compliance with applicable local law.

If you are applying for a position where criminal record, visa/work permit etc. is required by law or internal policy, you may be required to provide these as well, in compliance with local law.

DRC collects information that makes it possible for us to assess your candidacy for our available positions.

DRC is an equal opportunity employer (in accordance with applicable federal, state and local law) and makes all employment-related decisions entirely on merit and qualifications. Consequently, you should only include information relevant for the review of your application, and disregard information such as your race or ethnic origin, your political or philosophical orientation, your religious beliefs, your union memberships or your sexual orientation. The assessment of your application will not be affected in any way should you choose not to provide the listed information.

If you are below the local legal age applicable, please make sure to consult your parents/legal guardian before applying for a position with DRC. Please also be informed that DRC requires your parents'/legal guardian's consent before an employment relationship may be established.

The legal entity responsible for the collection and processing of your personal data is the entity to which you are applying. An updated list of the DRC entities worldwide is published on a yearly basis. The company overview can be found [here](#).

For the purpose of administering our online recruitment site, suppliers of this system located globally may also gain access to your personal data. The same applies for other suppliers located globally that DRC contractually assigns to process personal data on our behalf, including but not limited to external third parties performing various assessment tests during the recruitment process. However, any such suppliers providing services on behalf of DRC must meet high data security standards to protect your personal data (including any sensitive data).

The personal data submitted by you or collected by DRC during the recruitment process may also be shared with any third party, courts, government body, regulator, law enforcement office or any other applicable authority, if mandated due to legal or regulatory requirements.

You understand and accept that the personal data you are submitting in connection with an application and other submitted personal data including potential assessment tests results, interview conclusions, etc. may be disclosed to HR professionals in the HR department responsible for the recruitment process of another DRC entity, including in another country, if at a later stage (see below) you decide to apply for a position at this DRC company.

#### **Automatically Collected Information**

The website may collect certain information automatically, such as the type of PC device or operating system you use, the amount of time you spend on the web page, and information about the way you use the web page. The webpage may also use certain analytics software that enables us to better understand the functionality used in the website so that we can continue to improve the website. The website does not knowingly collect personal data about any person under the age of 18 years. You can stop continued collection of information by the website easily by opting-out of data collection in the website settings section. However, please note that we will retain any previous usage information collected from the website according with the retention section “How long do you keep my information for?”.

DRC may collect information about all applicants’ gender, age range and (depending on the country requirements), solely for statistical and/or legal reporting purposes. This data will never be used in the assessment of your application.

#### **Who has access to your data?**

Only those DRC employees (or external recruiters engaged by DRC) responsible for recruitment for the specific position for which you have applied or who find your candidate profile in the talent pool, will access your personal data. Your personal data will be used solely for the purpose of assessing your application and your information will not be disclosed or sold to third parties for other unrelated purposes.

The HR Manager recruitment platform is operated by HR Manager and your personal data is stored electronically unless you make a paper application in which case your personal data will be stored in physical archives.

#### **What is the Candidate Pool?**

The Candidate Pool is a shared pool for candidates to release their profile and share their data in the database for future job opportunities in DRC. If you decide to release your profile in the Candidate Pool, you explicitly consent to personal data submitted by you during your online or paper application process, personal data collected by DRC as part of the recruitment process and personal data collected by DRC as part of a previous employment process, including but not limited to potential assessment and personality profiling results, interview conclusions and an overview of previous applications (and whether they are in process, rejected, etc.) being made available and disclosed to authorised DRC HR professionals around the world, including in territories other than your preferred employment location. An updated list of the DRC entities worldwide is published on a yearly basis. The company overview can be found [here](#).

The authorised HR professionals may access your profile when recruiting for a specific position, for statistical, operational or other legitimate business purposes, etc.

#### **Legal ground for processing**

Since you have voluntarily sent your job application to us, you have consented that we process your application for the purpose of assessing you for the specific position for which you have applied and to take the measures necessary to administrate the recruitment process. We will not assess you for any other position within DRC unless you have explicitly consented thereto.

If you do not consent to this data privacy statement and to DRC conducting a background check DRC will not process your job application and/or withdraw our job offer as DRC's capacity to ensure protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti-Corruption Policies.

#### **Data access, correction or removal**

After you have provided us with the personal data necessary to create your profile and/or complete your application, you will be able to change or delete this information at any time.

It is important that you provide us with the most up to date personal information in order for us to be able to make a correct assessment of your application. Note that most of the personal data that we hold about you comes from information you completed, therefore, please ensure that you keep your information correct and up to date by updating your profile/information in the website. Please note, however, that certain personal data may be exempt from the above-mentioned rights pursuant to applicable data privacy or other laws and regulations.

To the extent that the processing of your personal data is based on your consent, you have the right to withdraw such consent at any time by contacting [job@drc.dk](mailto:job@drc.dk). Please note that this will not affect our right to process personal data obtained prior to the withdrawal of your consent, or our right to continue parts of the processing based on other legal bases than your consent.

If you wish to exercise your right to access your personal data, to object to it being processed or to rectify processed data, please contact [job@drc.dk](mailto:job@drc.dk) or send a letter to Danish Refugee Council, Borgergade 10, 3.sal, 1300 Copenhagen K, Denmark.

As the privacy of our applicants and our employees is of utmost importance to DRC, this Privacy Statement will be updated on an ongoing basis to make sure that we comply with legal requirements.

If you have any questions about this Privacy Statement or other questions regarding protection of your personal data please contact [job@drc.dk](mailto:job@drc.dk) or send a letter to Danish Refugee Council, Borgergade 10, 3.sal, 1300 Copenhagen K, Denmark.

#### **Where will your information be processed?**

DRC is a global organization and personal data submitted or collected during the recruitment process, personal data collected during a previous employment process and personal data submitted and released in the Candidate Pool may be transferred to our various divisions, joint ventures and affiliated companies around the world, located inside or outside the European Economic Area (EEA) for the purposes described in the section "How will we use your data?".

An updated list of the DRC entities worldwide is published on a regular basis. The company overview can be found [here](#).

Furthermore, your personal data may be transferred to external data processors located inside or outside the EEA for the purposes described in the section "How will we use your data?", including but not limited to suppliers of the online recruitment site and external third parties performing various assessment tests.

By accepting this Privacy Statement, you give your explicit consent to the transfers described in this Privacy Statement. The level of protection afforded by the laws of the different countries may vary. However, DRC

will make all reasonable efforts to ensure that processing of your personal data by DRC (or its agents) outside the EEA will be carried out in a way which provides equivalent protection to the standards applied by DRC within the EEA and that external data processors meet high data security standards to protect your personal data.

#### **How long will we keep your data?**

The DRC will keep your profile, application and all personal data connected thereto after submission or modification of your information for a period of 12 months thereafter. If you apply for new positions during this time, your profile and all thereto related applications will be kept during a period of 12 months from the date of your last application. 14 days prior to expiry of the 12 months you will receive an email from us where you can consent that DRC can keep your data for another 12 months. The reason for keeping the data for 12 months is that the recruitment process can take up to 12 months due to processing time with local authorities and to be able protect DRC's interests in the event of any claim related to the recruitment process as. If you have consented to DRC keeping your application in the Candidate pool, we will keep your profile and application(s) during 36 months from the date of your consent.

If you are already an employee of DRC, your profile and application(s) will be kept in your employee file as long as you remain employed with us.

If you are hired by DRC, your personal data submitted, and all personal data collected through the recruitment process will be stored and processed throughout your employment along with your personal data collected throughout the employment process in accordance with the employment contract. The personal data will be deleted after the end of your employment in accordance with the internal policies in this respect and applicable local legislation.

#### **How will we secure your data?**

In DRC processing of personal data is subject to our IT and Security Policy. Our IT and Security Policy also includes rules for the performance of risk assessment and impact analysis of both existing, and new or changed, processing activities. We have implemented internal rules and procedures to maintain adequate security as from the time when we collect personal data up to its erasure, just as we solely assign our processing of personal data to data processors that maintain an equivalent adequate security level.

#### **Complaints**

If you are unhappy with the way DRC processes your personal data, you can always to complain to the Data Protection authorities in your country of residence if this is an EU membership country or:

Datatilsynet

CVR nr.: 11883729

Adresse: Borgergade 28, 5., 1300 København K, Denmark

Telefon: +45 33 19 32 00

E-mail: dt@datatilsynet.dk