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PERSONAL/CONFIDENTIAL

PERSONAL DATA POLICY

Version 1.0

HUMAN CAPITAL GROUP

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MEMBER OF IIC PARTNERS

IIC Partners is one of the world's largest executive search organizations with more than 50 offices in all parts of the world, providing global reach, local savvy and industry expertise.



Human Capital Group is a leading Nordic executive-search firm, specializing in executive search, management audits and board services as well as other advisory assignments on behalf of our clients. All assignments are carried out by our team of consultants or in cooperation with our network of international partners, IIC Partners.

The majority of our client relationships are based on long-term collaborations, which gives us a unique insight into the companies that we work for. Our clients range in size from small start-ups to large corporations.

Purpose

As an executive search company, we work as executive advisors to a number of companies, boards and executives. We strive to be as precise and detailed in the services provided to our clients as possible. We therefore only collect, store, process and transfer personal information insofar as we have a clear and legitimate business interest in doing so, as part of the provision of our services, just as we only collect, store, process and transfer personal information which is relevant in a professional context.

Consent

We always strive to get your explicit consent to store and process your personal information via our Consent and Candidate Form.

If you choose to send us your information on your own initiative, we consider this your consent to collect, store and process your personal information which is relevant in a professional context.

Once you have given us your consent to store and process your personal information, we may combine this information with publicly available information and store and process this together.

Should you wish to withdraw your consent, you are welcome to do so by contacting us on data@hcg.dk.

Processing

What information

We collect, store and process personal information which may be relevant in a professional context. This includes CV's, applications, information on compensation and terms, references, diplomas and certificates as well as other personal information that you have provided us with.

We also collect, store and process publicly available information which is relevant in a professional context from different (online) sources, such as, but not limited to, news sites, social media (LinkedIn etc.) and commercial databases (BiQ etc.).

We strongly recommend that you remove all sensitive personal information, such as, but not limited to, social security number, race or ethnical origin, political opinion, religious and philosophical beliefs, union memberships, information on health as well as sexual orientation from the information you provide to us.



Should you choose to include this information anyway, it will be stored and processed along with less sensitive personal information.

Transfer

As a part of the services provided to our clients, we offer different types of candidate-, profile- and market insights. In connection with this, we may choose to present our clients with selected candidate profiles. This information is limited to information which is publicly available and information which is relevant in a professional context. We may also choose to share this information with our international partners, or their clients, as part of our collaborations on international assignments.

The information will only be transferred in relation to our services and will always be limited to what is necessary for this purpose. We will do our utmost to ensure that the information disclosed is always accurate and updated.

We do not transfer any information which is not publicly available to anyone outside of our organisation without your prior consent. When transferring your information, we will always take utmost care to ensure your confidentiality. Any information shared electronically, will always be protected by password and/or encrypted.

Storage period

We will store, process and occasionally update your personal information, as long as we have your consent.

As a general rule, we will delete personal information if it has not been in use for up to 5 years. We regularly evaluate our data pool and delete any information that we find no longer serves the purpose for which it was collected.

We reserve the right to store personal information for a longer period of time if it follows national or international legislation, or if it fulfils the purpose of pursuing our legitimate business interests, such as ensuring a proper search functionality in our database.

Your rights

You always have the right to gain access to your personal information and to have it deleted, rectified or handed over.

Access

Should you wish to exercise your right to access, you are entitled to receive confirmation of which personal information we store and process about you. For the sake of our other candidates – and clients – we cannot give you access to information which may compromise their confidentiality.

Rectification

Should you wish to rectify any of the personal information that we store and process about you, you are welcome to send us the updated information, such as an updated CV or Consent and Candidate Form.



Deletion

Should you wish to exercise your right to deletion ('right to be forgotten'), we will delete all personal information that you have provided us with and inform other parties such as clients, test suppliers etc., whom you have been exposed to through Human Capital Group, about your request. However, we are unable to ensure the complete deletion outside of our organisation by data controllers who process your personal information independently, i.e. information that has been transferred to clients with your explicit consent.

Portability

Should you wish to receive an electronic copy of the personal information that you have provided us with, we will send this to you as a pdf-file within 1 month of the reception of your request. As a standard, the file will be sent with regular, decrypted email, unless you specifically request further protection such as encryption or password protection. In this instance, please contact us to find a solution that fits both parties.

Contact details

If you have any questions regarding our handling of personal information, you are welcome to contact our Data Protection Manager, Christina Bengtsson, on data@hcg.dk or +45 7024 1200.

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