

Candidate Privacy Policy

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1. Background, purpose and scope

1.1 Background

The objective of information security is to achieve and maintain a condition where all information is available at all times to all those who need it, cannot be corrupted or disclosed to unauthorised persons and its origin is authenticated. This involves the preservation of:

- Confidentiality - ensuring that information is only accessible to authorized persons;
- Integrity - safeguarding the accuracy and completeness of information and processing methods;
- Availability - ensuring that authorized users have access to information and associated assets when required.
- Non-repudiation – the reasonable assurance that, where appropriate, a user cannot deny being the originator of a message after sending it.

1.2 Purpose

This policy will describe how Nodes Group is using the personal data collected when applying for a job at Nodes.

1.3 Scope

This policy will touch base on the following topics:

- Which data do we collect
- How do we collect your data
- How will we use your data
- How do we store your data
- What are your data protection rights
- Privacy policies of related or associated websites and companies
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

2. Candidate Privacy Policy explained

2.1 Which data do we collect?

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications.
- Any information you provide to us during an interview process including interview test results.
- Qualifications and exam results.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation, political opinions and any disability declared in order for us to fulfil our commitment to Disability Confident.
- Information about criminal convictions and offences depending on the position for which you are applying.

2.2 How do we collect data

Nodes collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, from which we may collect the following categories of data: name, title, address telephone number, personal email address, employment history, qualifications.
- Your named referees, from whom we collect the following categories of data: name, employment history, and other appropriate information they provide.

2.3 How will we use your data

Nodes is collecting and saving your data so that we can:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

When Nodes is receiving your application, all data will be sent via Recrutee. You can find Recrutee's Data Processing Agreement on their website, [here](#)

2.4 How do we store your data

All data handled by Nodes is stored in our applicant tracking system (ATS), Recrutee.

Any data extracted from Recrutee, in the case of an interview, or at the point of hiring is stored in a cloud environment hosted by Google via our setup in the Google Enterprise G-Suite. You can find the Data Processing Amendment to Google G-Suite at Google's own setup, [here](#)

Nodes will store any data collected for six months. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles.

THIS IS UNDER AUTOMATION, BUT FOR NOW MUST BE DONE MANUALLY

2.5 What are your data protection rights

Nodes would like to make sure that you are fully aware of all your data protection rights. All users are entitled to the following:

The right to access

All users can at all times request access to copies of any personal data in possession of Nodes. We may charge you a small fee for this service.

The right to rectification

All users can at all times request that Nodes corrects any information that the user believes to be inaccurate. All users do also have the right to request that Nodes completes any information that the user believes is incomplete.

The right to erasure

All users can at all times request that Nodes erases all personal data, under certain conditions.

The right to restrict processing

All users can at all times object that Nodes processes any of the users' personal data, under certain conditions.

The right to data portability

All users can at all times request that Nodes transfers the data collected to another organisation, or directly to you, under certain conditions.

2.6 Privacy policies of related or associated websites and companies

When processing data in Nodes, other companies are involved in the storage and delivery of the information. All data policies from any of the involved parties are mentioned and linked to in this document.

Nodes have determined that the data processing agreement of the mentioned parties are fitting for the purpose of their services, but any changes to their agreements will cause a review from Nodes to determine the continued usage of their services.

2.7 Changes to our privacy policy

The Privacy Policy of Nodes is under continuous review, and any updates will be noted in the [Document history](#) in the beginning of the document.

2.8 How to contact us

If you have any questions regarding the privacy policy, the data we hold on you or would like to exercise any of your data protection rights, please do not hesitate to contact us.

Email us at: gdpr@nodes.dk

Call us at: +45 42 41 01 01

Write us at: Nodes ApS
Artillerivej 86, st.tv
2300 København S

2.9 How to contact the appropriate authority

Should you wish to report a complaint or do you feel that Nodes has not addressed your concern in a satisfactory manner, you may contact The Danish Data Protection Agency (Datatilsynet)

Website: <https://www.datatilsynet.dk/kontakt/>

Telephone: +45 33 19 32 00

Address: Datatilsynet
Borgergade 28, 5.
1300 København K