



Consent

Guidelines for registration of information

When you click on "Send", you hereby consent to your information/CV being registered, processed and stored by Ce-Tec A/S. You have the right to withdraw your consent at any time.

Our handling of your information

Your information is handled confidentially and is only accessible to the employees involved in the recruiting process, i.e. the HR-department and Management and potentially the sales-employee related to the available job opening or the job function. The sole purpose of the registration of your information is to create a qualitative and effective way to match the job applicant with a job opening. Before we, possibly, send your CV to a third party with the purpose of assessing potential job opportunities, we will send you an email in which you can consent to this or not.

Which information is processed

We store your CV/application digitally in our job candidate database and in some cases on our intranet for a period of 12 months with the purpose of being able to match your qualifications with a potential job opportunity within this period.

Which information should not be forwarded to Ce-Tec A/S

According to Danish law, there are special regulations for processing and storing information on racial and ethnic background, political and religious beliefs, union membership and information on health and sexual relations. Ce-Tec A/S has no interest in such information and encourages you *not* to include these information in your application. If your application anyway contains such information, you consent upon submission to the fact that the information can be registered by Ce-Tec A/S.

Additional, Ce-Tec A/S kindly ask not to include personal numbers or passport numbers, as it is only of our interest upon employment.

Deletion, insight and correction of information

After 12 months we will evaluate the possibilities for finding you a position, and if they are still positive, we will send you an email or get in contact by phone in which we ask you for consent to store your information for a further 12 months period. Should you *not* consent to this, we will delete all your information from our system after 14 days from sending the new consent request.

You can access, correct and delete your information at any time by calling Ce-Tec A/S on the following number +45 74 78 35 64 or contacting us on this email cv@ce-tec.dk.

Confirmation

When we have received your application, you will get a confirmation via email.



Opportunity to complain about the data processing

At Ce-Tec A/S we have implemented procedures and routines to meet the requirements of the General Data Protection Regulation (in force from May 25th of May 2018). Should you have the experience that we have registered incorrect information or that we have not processed your data correctly, please contact us. It is also our duty to inform you about your right to lodge a complaint on the processing to the Danish Data Protection Agency:

The Danish Data Protection Agency

Borgergade 28, 5

DK-1300, København K

Phone: +45 33 19 32 00

E-mail: dt@datatilsynet.dk

Website: www.datatilsynet.dk