

## Nordsøenheden's Privacy Policy

We process the data you provide us or we collect about you in accordance with applicable rules. We respect your right to confidentiality and privacy, and process your data accordingly.

The purpose of our privacy policy is to describe how we collect, protect and use personal data. A number of internal business practices and guidelines supports the privacy policy.

### INFORMATION ON TREATMENT OF YOUR DATA

#### Nordsøenheden as data controller

Nordsøenheden is data controller in accordance with the EU General Data Protection Regulation and the Data Protection Act. That is, Nordsøenheden is responsible for processing personal data as part of our business activities in accordance with applicable rules.

#### What is personal data?

Personal data is any form of information about an identified or identifiable individual person. That is, all kinds of information that can be linked directly or indirectly to a person; it can be a first and last name, a private address, e-mail address or a personal identification number (CPR).

#### Why and where do we collect personal data?

We need various personal data to run our business. This is primarily personal data pertaining to our personnel administration, information activities and in relation to our suppliers and licence partners.

With your consent, we collect personal data when you apply for a position, which is necessary for our recruitment process. Similarly, our recruitment system uses cookies (3<sup>rd</sup> party cookies) and leaves a cookie on your device.

With your consent, we also use cookies when you visit our website and receive our newsletter. We use cookies to enhance your experience on our website and for statistical purposes.

For more information about our use of cookies, please visit <https://eng.nordsoefonden.dk/cookies/>

#### Who has access to your data?

Access to personal data in Nordsøenheden is restricted to those employees who need specific information about you to perform their job.

Employees sign statements of confidentiality in connection with their employment at Nordsøenheden to ensure that your data is processed in an appropriate manner.

We have outsourced parts of our personnel administration and our IT services, and, on this basis, we provide personal data to our data processors.

The carrying-out of processing personal data on our behalf is governed by specific Data Processing Agreements.

## **How and for how long do we keep information about you?**

Your personal data is stored securely in IT systems with controlled and restricted access, and on servers located in specially secured premises. We work continuously to protect the confidentiality of the data we process and to secure the data against unauthorized access, modification, disclosure or destruction.

Data about you is stored for as long as it is necessary to fulfill our obligations and to comply with applicable laws, including the Archives Act.

## **Links**

Our website contains links to other websites. Please note that clicking on such links will take you to another website. We encourage you to always read the privacy policy of these websites, as their procedure for collecting and processing personal data may differ from Nordsøenheden's.

## **YOUR RIGHTS**

Nordsøenheden has to provide you with a number of information, if we process data about you. This applies both when we receive data from you, but also when we receive data from someone other than yourself.

You should be provided with information about:

- The data controller
- How to contact the Data Protection Officer
- The purpose of processing the data
- What data is collected
- From where the data originates
- Who receives the data
- How long the data is stored, or the criteria used to determine, how long the data is stored
- Your right to request that your data is corrected, deleted or the use of data is limited
- Your right to complain about the processing of your personal data

Nordsøenheden may refuse to provide the information if it is impossible or will require disproportionate effort, or when it is assessed that you are already supposed to be aware of the information.

## **Understand what data is being processed**

You can request access to the data about you processed by Nordsøenheden. This means that you have the right to see the personal information we have about you, and that you have the right to receive the following information about how and why we process data about you:

- The objectives and the legal basis for processing
- Categories of personal data and, if possible, information about their origin
- Recipients of the information
- How long the information will be stored or the criteria used to determine how long the information is stored
- Your right to request that Nordsøenheden correct, delete or limit the use of information about you

Nordsøenheden may refuse to accept your request for insight, if it implies that you will receive information that may violate the rights and freedoms of others.

#### **The right to correct data processed**

You are entitled to receive rectification of inaccurate data about you without undue delay and you are entitled to provide additional information if the data is incomplete.

#### **The right to delete data being processed**

You are entitled to have data about you deleted without undue delay. However, as a general rule, it is not possible to have data deleted due to the Public Administration Act, Freedom of Information Act and Archives Act, which apply to Nordsøenheden. You can not delete the data as long as it is necessary to fulfill the purpose of Nordsøenheden's treatment of it or if deletion will violate Nordsøenheden's obligations under applicable law.

#### **The right to limit data being processed**

Under certain circumstances, you are entitled to demand that the processing of data about you is limited, for instance while investigating whether the data is correct, or whether the data is necessary to determine a legal requirement.

#### **Data Security**

It is a high priority to protect against unauthorized access, modification, disclosure or destruction of the data we process. Based on risk assessments, Nordsøenheden has implemented both technical and organizational security measures aimed at protecting your data from accidental or illegal destruction, forfeiture or deterioration, and against disclosure, misuse or otherwise treated in breach of the law on the processing of personal data.

### **COMPLAINTS AND ASSISTANCE**

#### **Complaints**

If you believe that our processing of your personal data is in violation of the Data Protection Regulation, you may appeal to the Data Protection Authority.

The Data Protection Authority can be contacted by e-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk). The Data Protection Authority's address is: Borgergade 28, 5, 1300 Copenhagen K.

The Data Protection Authority is an independent state authority, which oversees compliance with the EU General Data Protection Regulation and the Data Protection Act. The Data Inspectorate's tasks are among other things to guide and advise the authorities on processing personal data. The Data Protection Authority also addresses complaints regarding the authorities' processing of personal data, and conducts inspections at authorities and private companies.

#### **Data Protection Officer**

Nordsøenheden has appointed a Data Protection Officer.

The Data Protection Officer's duties include notifying and advising Nordsøenheden and the employees, who process personal data, on their obligations in the EU General Data Protection Regulation and the Data Protection Act. In addition, the task of the Data Protection Officer is to monitor Nordsøenheden's compliance with the Data Protection Regulation and to ensure that the company complies with the rules on how personal data is processed legally and safely.

The Data Protection Officer can inform you about the data protection rules.

The Data Protection Officer can also guide you about your rights regarding processing of personal data in Nordsøenheden.

Contact information on our Data Protection Officer can be found on our website.

You should be aware that if you want to send secure digital mail, it must be sent to our main mailbox [nordsoeen@nordsoefonden.dk](mailto:nordsoeen@nordsoefonden.dk).