

Privacy Policy for Employees

Guidelines for processing personal information for employees of P.P. landskab a/s , cvr-no: 34472351.

Because of your employment in P.P. landskab a/s (hereafter called the company), you accept this privacy policy.

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1 General

Through your employment in the company, personal information is collected about you.

These guidelines have been prepared from the EU Data Protection Regulation, effective in Denmark from 25 May 2018, as well as the new Danish Data Protection Act, which complements the rules of the Data Protection Act and the current Personal Data Act (collective "current legislation").

Below you can read about the information collected, including how the information is processed, what they are used for, who has access to the information, who you can contact if you have questions or objections regarding the information collected

2 Personal information

2.1 What is personal information?

The company processes your personal information in connection with the application process and again when you are employed. Your personal information is also continuously collected as part of the employment relationship.

It is primarily information such as name, address, zip code, phone number, date of birth, job application, resume and warnings we collect, but it may also be information from your own physician in case of sick leave. Such health information is considered to be sensitive personal information and there are greater security level requirements when storing such information which we adhere to.

The personal information that we collect in connection with your employment will be stored in your staff folder, both physically and electronically.

2.2 For how long do we keep your personal information?

Storage of your personal information depends on how long your employment with the company consists.

During the employment, the information we have collected about you is stored in your staff folder. However, we will permanently delete whatever information is no longer relevant to your employment.

2.3 What do we use your personal information for?

The personal information we collect about you in connection with the application process and during the employment relationship is primarily used for general staff management, and thus also for fulfilling the contract you have entered into.

2.4 Transmission of personal information to third parties

The information we collect about you may, if necessary, be disclosed to third parties, including, relevant public authorities, wage providers, health insurance and dental insurance, pension companies, etc.

Other disclosures are only permitted, as an exception, if the applicable law allows the disclosure of general personal information.

2.4.1 After termination of employment

Upon termination of your employment, we will decide whether or not to delete all of your information. As a rule, your personal information will be deleted without undue delay and no later than 5 years after termination. After the 5-year retention period, your entire staff folder will be deleted unless the law provides an exception for longer storage.

If you have a personal company email, this will be stored for 12 months, so we can forward any work-related emails to your colleagues.

2.5 How do we protect your personal information

According to applicable law, your personal information must be kept safe and confidential. We store the personal information you provide in our limited-access IT system, which is only served by highly trusted employees. Our security measures are continuously monitored to determine whether processing your personal information is handled properly and taking into account your rights as an employee.

2.6 The right to access your personal information

You have the right to get the company's confirmation, whether personal information relating to you is treated, and where applicable, access to this information.

You are also entitled to request and receive a copy of your personal information that you previously submitted to the company (data portability). You are also entitled to object to the processing of your personal information.

2.7 The right to rectify your personal information

You have the right to get incorrect personal information about yourself corrected by the company without unnecessary delay.

2.8 The right to delete your personal data

You have the right to have personal information about yourself deleted by the company without any undue delay, if the company does not continue to have a legitimate interest in storing and processing your information.

Please note, if the company's treatment of your information is still required under applicable legislation, you may not require your personal information deleted.

2.9 Can we change the processing of personal information

We reserve the right to update and modify these guidelines for processing personal information. Changing the guidelines will correct the date of "last updated" at the bottom of the page. These guidelines are evaluated and revised once a year, if necessary. In case of significant changes, we will notify you in the form of an addition to your employment contract

3. Contact

You have the opportunity to gain insight into the information registered about you with the company. If you wish access to the information please contact Beth Aagaard Nielsen at email bj@pplandskab.dk.

If any of the stored information are incorrect or you have other objections, again please contact the same office.

If you wish to complain about the company's processing of your personal information, this may occur to Datatilsynet:

Datatilsynet
Borgergade 28, 5
1300 København K
Telefon: 33 19 32 00
Email: dt@datatilsynet.dk

Best regards

P. P. landskab a/s 

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Association of Danish Landscape Constructors

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