

Privacy Policy Tech-Huset

Data responsibility

We are responsible for the processing of the personal data of which we use in regard to our customers and partners. You will find our contact information below.

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Contact person:
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It is not a requirement that our company has an [external DPO](#), but if you have questions about the processing of your personal data, you can contact us via mm@tech-huset.dk

Data assesment

As data controller cf. GDPR, we have the following processing activities.

Visiting the website

When you visit our website, we use cookies so that the website can function optimally, which you can read more about in our Cookie Policy.

Communication with potential customers

If you have questions about our site, or want to hear more about our services, you can contact us via mm@tech-huset.dk

Through this, we will process your personal data so that we can enter into a dialogue with you and e.g. answer questions about our services. We only process the information that you give us in connection with our communication.

We will typically process the following general information: name, e-mail, telephone number.

Our authority to process this personal data is the data protection regulation's article 6, paragraph 1 (f).

We delete our communication with you when it is clear whether you want our services or not.

Should in a special case arise a need to store your personal data for a longer period of time, you will receive special notification of this.

Customers

We need to communicate with our customers to ensure that our services are delivered correctly. Through this, we process information about name, address, services, special agreements, payment information and similar data.

The authority to process this personal data is the data protection regulation's article 6, subsection 1 (b).

When the service has been delivered and any outstanding issues have been completed, we will immediately delete the personal data.

Accounting

We must save all accounting documents cf. the Accounting Act. This means that we store invoices and similar attachments for accounting purposes. This may include general personal data such as name, address, service description and geographical data.

Our authority to process personal data for bookkeeping is Article 6, subsection 1 of the data protection regulation.

We store this information for a minimum of 5 years after the end of each financial year.



Job applications

We gladly accept job applications to assess whether they match an employment need in our company.

Applications are primarily sent through our job portal HR-ON to ensure that all personal information is processed and stored correctly.

If you send us your job application, our authority to process your personal data is the data protection regulation's article 6, paragraph 1 (f).

If you have sent an unsolicited application, HR will subsequently assess whether your application is relevant and then delete your information again if there is no match.

If you have sent an application for an advertised job, we will delete your application data in the event that you are not employed. This takes place after the end of the recruitment process.

If you are part of a recruitment process and/or hired for the job, we will provide you with separate information about how we process your personal data.

Data processors

Tech-Huset also makes use of external partners, as we use suppliers, some of whom may be data processors.

Our external suppliers can e.g. provide systems to organize our work, services, consultancy, IT hosting or marketing.

We use the following systems:

- **HR-ON:** a recruitment and HR tool to process and handle applications and information securely.
- **LinkedIn:** a social network aimed at business. LinkedIn makes extensive use of personal data.
- **E-economic:** an accounting system for managing the company's financial management.
- **Microsoft Office 365:** a Cloud-based service. It is a platform that contains a collection of programs such as Outlook, Word, PowerPoint, OneNote, Sharepoint, Teams and Excel.
- **Adobe Acrobat Reader:** is a global standard for viewing, printing, signing, sharing and commenting on PDFs.

It is our responsibility to ensure that your personal data is processed correctly. That is why we make high demands on our business partners, who must guarantee that your personal data is protected.

We therefore enter into agreements on this with companies (data processors) who handle your personal data on our behalf in order to increase data security.

Dissemination of personal data

We do not pass on your personal data to third parties without your consent.

Profiling and automated decisions

We do not make profiling or automated decisions.

Third country transfers

We generally use data processors in the EU/EEA or who store data in the EU/EEA.

In some cases this is not possible and here data processors outside the EU/EEA can be used if these can provide your personal data with sufficient protection.



Security in processing

We keep the processing of personal data secure by having introduced the necessary technical and organizational measures.

We have carried out risk assessments of our processing of personal data and have subsequently introduced the necessary technical and organizational measures to increase processing security as best as possible.

One of our most important measures is to keep our employees up to date on GDPR via awareness training, GDPR courses as well as by continuously reviewing our GDPR procedures with employees.

Your rights as a personal data registered

According to the data protection regulation, you have several rights in relation to our processing of personal data.

If you want to exercise your rights, please contact us so that we can assist you with this. Contact us at mm@tech-huset.dk

Right to see personal data (right of access)

You have the right to gain insight into the personal data that we use in relation to you.

Right to rectification (rectification)

You have the right to have incorrect personal data about you corrected.

Right to deletion

In special cases, you have the right to have personal data about you deleted before the time for our normal deletion procedures occurs.

Right to restriction of processing

In certain cases, you have the right to have the processing of your personal data restricted. If you have the right to have the processing restricted, we may in future only process the personal data - apart from storage - with your consent, or for the purpose of establishing, asserting or defending legal claims, or to protect a person or important public interests.

Right to object

In certain cases, you have the right to object to our otherwise lawful processing of your personal data. You can also object to the processing of your data for direct marketing.

Right to transmit information (data portability)

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to have this personal data transferred from one data controller to another without hindrance.

You can read more about your rights in the Data Protection Authority's guidance on the rights of data subjects, which you can find at www.datatilsynet.dk.

Withdrawal of consent

When our processing of your personal data is based on your consent, you have the right to withdraw your consent. You can send an email to mm@tech-huset.dk if you want to withdraw your consent.

