Privacy Policy - Recruitment

Thank you for applying for a job with Covidence A/S ("Covidence").

As part of our recruitment process, we will process your personal data as set out in this privacy policy. Covidence is data controller with respect to the personal data collected and processed as part of the recruitment process.

In order to evaluate your application, we will process the information, including the personal data, which you have disclosed in your job application and CV. We recommend that you do not disclose sensitive personal data, such as information revealing racial or ethnic origin, religion, trade union membership, sexual orientation, health, etc. in your application.

If the job position requires you to complete personality tests or similar, you will be informed hereof when we have processed your application. The results of such tests will be treated confidentially but will be included in our evaluation of your application.

We may also request that you provide us with a copy of your criminal record depending on the position for which you are applying. Such information will also be treated confidentially.

The basis for our processing of your personal data is your request for our evaluation of your application and CV prior to the potential execution of an employment contract as well as your consent for certain processing.

As part of our evaluation of you and your application we may wish to take references from your previous and/or current employers. We will only take up references if you have consented hereto.

If you are offered a position with Covidence, your application and additional personal data obtained during the recruitment process will become part of your employee file.

If you are not offered a job, we will store your application and any additional personal data obtained during the recruitment process for a period of 6 months following our rejection unless you have provided your consent to the storage hereof for a longer period.

Any consent that you may have provided during the application and/or recruitment process may be withdrawn at any time by contacting us.

Your personal data may be shared with other group companies if relevant. Such group companies include companies situated in countries outside the EU/EEA which may not ensure an adequate level of data protection as countries within the EU/EEA. Unless such group company is certified under the Privacy Shield Framework, the transfer will be based on the EU Commission's Standard Contractual Clauses in order to ensure an adequate level of data protection with respect to such transfers. Otherwise your consent will be obtained.

You have a right of access to the personal data processed about you, subject to certain statutory exceptions. Furthermore, you can object to the collection and further processing of your personal data. In addition, you have the right to request that any processing is limited, that your personal data is corrected, if necessary, or under certain circumstances deleted.

In certain situations, you may also request that we provide you with an overview of your personal data in a structured, commonly used and machine-readable format and request us to transmit such data to another data controller.

If you want to exercise any of your rights, if you have any questions regarding this privacy policy or the processing of your personal data, or if you have any complaints regarding the processing of your personal data, you may contact us at:

Covidece A/S
Lystrupvej 50
8240 Risskov
+45 8880 9000
job@covidence.com

You may also file a complaint with the local data protection authorities.

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I hereby confirm that I have read and understood the contents of this privacy policy and agree to the processing of my personal data as set out herein.

I hereby consent to the storage of my personal data collected during the recruitment process for a period of 1 year from the time of my application in order to be considered for other available positions within Covidence. I can at any time withdraw my consent.

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Date: Name: