



APPLYING FOR A JOB AT CMP

Information about your rights



COPENHAGEN MALMÖ PORT

When you apply for a job at Copenhagen Malmö Port (CMP) – information about your rights

You have applied for an open position at CMP or have submitted an unsolicited application to us. To process your application, we need to register your personal data in our files. If you have applied for an open position through Jobindex.dk, your information will be stored in their electronic recruitment system. We are obliged to inform you about this.

We also need to inform you about your rights, because we have registered some personal information about you.

Your rights

You have the right to:

- Know that we have received and processed your personal data.
- Know what data we have processed and used in our recruitment process, gain insight into that data and to know from where we have gathered the data (if we did not receive the data from you).
- Have your personal data corrected, if incorrect or if you find it provides the wrong impression of you - and you have the right to ask us to delete your personal data, and it is our duty to process your request and delete if certain conditions are met.

The personal information, we process about you and for what purposes

We process the personal information about you that you have included in your resume, application, and other relevant material, i.e., diplomas, references etc. that you have included when applying for the job.

After the first interviews:

- We will typically seek more information about some applicants. This would usually include visiting your LinkedIn profile, do an online search – and with your prior consent, ask for a reference with a previous employer.
- We use psychometric and ability tests in our recruitment process. If you proceed to stages where we decide to test you, we will assume with a data processor for CMP. Right now, this is People Test Systems (PTP), and they will gain access to parts of your personal data according to instructions from CMP and for the purpose of fulfilling the specific task and purpose set by CMP in the specific phase of the recruitment process.
- If you are offered a position at CMP, we also ask to see a copy of your criminal records. We do not store this or process sensitive personal information about you, in general.
- In Sweden you will also be subjected to a health examination. The result is protected by the same confidentiality as all health care in Sweden.

We encourage you to only include the personal information in your resume, job application and other documents that seem relevant for the position of interest.

We process your personal information for recruitment purposes only, for us to pursue the legitimate interests of CMP to ensure we recruit the most qualified candidate for our open positions. You can at any time withdraw your application. Your personal data will not be transferred to non-secure third countries (outside EU/EEA).

Storage of your data

We will store your personal data as long as the recruitment process is ongoing. However, we will not store your data more than 6 months after your application has been rejected. After that, we will delete your data.

Our general privacy policy

Moreover, we wish to direct you to our general privacy policy that you can find on our website: www.cmport.com/legal/privacy/.

Contact us

If you have questions about your rights, please write an e-mail to this address: GDPR@cmport.com or call us at +45 3546 1111 (CPH) or +46 406 804 100 (Malmö).

Complaint

If you wish to file a complaint about CMP of how we collect, process, and register your personal data, please do so with the Danish Data Protection Agency or the Swedish Data Inspection:

Data Protection Agency
Borgergade 28, 5.
DK-1300 Copenhagen K
+45 33 19 32 00
dt@datatilsynet.dk
www.datatilsynet.dk

Integritetsskyddsmyndigheten
Box 8114
SE-104 20 Stockholm
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