

## Notification of Personal Data Collection

For the purpose of your employment at Orskov Yard A/S we have collected data on you. We are according to article 13 of the EU General Data Protection Regulation to notify you of our processing of your personal data.

### Information on our processing of your personal data, etc.

Orskov Yard A/S is the data controller in relation to the data we have collected on you and if you have any questions or desire to exercise your rights, you are welcome to contact us:

Orskov Yard A/S  
Havnepladsen 16  
CVR no.: 26694027  
Tel no.: +45 96 20 85 00  
e-mail: orskov@orskov.dk

We process your personal data for the following purposes:

- Staff administration, including recruitment, employment, resignation, and wage payment
- Tax and other pay deductions
- Work environment and safety
- Administration of personnel travel activities
- ISPS card to employees and business partners/subsuppliers
- Security clearance in relation to the Defence's ships
- Contracts
- Video surveillance

The **legal basis** for our processing of your personal data is implied in:

- EU General Data Protection Regulation, Art. 6 (1)(a)
- EU General Data Protection Regulation, Art. 6 (1)(b)
- EU General Data Protection Regulation, Art. 6 (1)(f)
- EU General Data Protection Regulation, Art. 9 (2)(b)
- EU General Data Protection Regulation, Art.10
- Danish Data Protection Act, section 12
- Relevant legislation on mandatory activities involving processing of personal data

The legal basis for our processing of your personal data results (partially) from legitimate interests, based on the provision on balancing of interest in the EU General Data Protection Regulation Art. 6(1)(f).

The legitimate interests justifying the processing are prevention and investigation of criminal behaviour within the area and safeguarding of authorised access to the area.

We process the following **categories of personal data** on you:

- *Personal data*
  - *Such as name, address, telephone number, etc.*
  - *CPR number*
  - *Professional qualifications and education, including certifications*
  - *Photo, such as for ISPS card, website and brochures*
  - *Log on access control*
  - *Work and absence history in relation to resource management and time recording and wage payment, including notification of illness*
  - *Copy of warnings*
  - *Minutes of employee interviews*
  - *Personal profiles*
  - *Work-related injuries*
  - *Video surveillance (part of common video surveillance of the yard)*
  - *Passport of staff with travel activity*
- *Information on criminal convictions and offences*
  - *Information on security clearance obtained/can be obtained by the police (for certain/relevant employees)*
- *Special categories of personal data ("sensitive personal data")*
  - *Trade union membership*
  - *Health status data*

We **transfer** or **disclose** your personal data to the following recipients:

- *SKAT (the tax authorities)*
- *Pension company*
- *Payroll agency*
- *Club cash funds*
- *Trade unions*
- *Municipality*
- *Insurance/labour inspection*
- *Hosting company*
- *Backup provider*

We will not **transfer** your personal data to recipients **outside the EU and EEA**.

Your personal data will be **retained** as long as this is necessary to fulfil the purpose for which the data are collected. The information on you relating to your employment will be retained for five years after resignation, unless applicable legislation provides differently.

#### **Data processors**

The business uses data processors only if the data processors provide the necessary guarantees that they will implement suitable technical and organisational security measures to comply with the requirements of personal data legislation. All data processors sign a data processing agreement before the processing is started.

## Your rights

According to articles 15 to 18 and 20 to 21 of the EU General Data Protection Regulation, you have a number of rights in relation to our processing of your data.

- Right of access to data
- Right to rectification of the data
- Right to erasure of the data
- Right to restriction to processing of the data
- Right to object to processing of the data
- Right to receive the data (data portability).

*You are at any time entitled to withdraw your consent. If you elect to withdraw your consent it will not impact the lawfulness of our processing of your personal data based on your already given consent and up to the time of the withdrawal. Thus, if you withdraw your consent, it will not be effective before this date.*

## Avenue of complaint

A complaint may be filed to the Danish Data Protection Agency about our processing of the personal data. The Agency's contact details may be found at [www.datatilsynet.dk](http://www.datatilsynet.dk).

You are very welcome to contact us if you have any questions.

Yours sincerely

The Management, Orskov Yard A/S