**Guide to using
Wired Relations' templates**
Wired Relations' templates\* can be used directly in your work with data protection and information security - but can also be used as inspiration for your own material. You can modify them as needed to make them exactly as you want them.

**NOTE!** There may be sections that are not relevant for all companies. If this is the case, it will be clearly indicated in the text.

|  | Text boxes in the document contain focus points and good advice. Please note that the text boxes should be removed from the final version of the specific policy or procedure. |  |
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There will be places in the text where you are prompted to insert the company’s name or other information. In these cases, it will be marked as follows: *[insert company's name]*.

At the end of each document, there will be a table that provides an overview of the document's version, the latest update, and who is responsible for the document.

|  | Here are some additional tips for using Wired Relations' templates: |  |
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|  | * You can add or remove sections, change the wording, and add your own logo and branding.
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|  | * Stay up-to-date with your templates. Data protection and information security regulations are evolving rapidly, so it's crucial to keep your templates current.
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|  | Should you have any inquiries concerning the templates, please feel free to contact us. |  |

**Employee Privacy Policy**

This policy outlines how *[insert company's name]* handles your personal information during your employment.

| This template can be adapted for other types of privacy policies. For more inspiration, please refer to the Danish Data Protection Agency's [privacy policy](https://www.datatilsynet.dk/english/privacy-policy). |
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**1. Purpose**

*[Describe the purpose of the processing of personal data]*

| ***Example:*** We use your personal data for the following purposes before and during your employment:* Employment contract preparation
* Ongoing HR administration, including salary payments, tax reporting, sick leave, vacation, etc.
* Recruitment process
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**2. Data Controller**

*[Describe who is the data controller]*

| ***Example:*** The data controller is: *[insert company name and address]* *[insert company registration number]* *[insert contact person/team and contact information]* |
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**3. Categories of Personal Data**

We process the following categories of personal data about you in connection with your employment:

*[Describe the categories]*

| ***Example:*** * General personal data: We primarily process general personal data such as name, address, phone number, email, date of birth, next of kin, education, exam results, CV, job duties, working hours, location data, and other work-related information about salary, absence, pension, tax, and account number.
* In some cases, we may also process your social security number and information about criminal convictions by obtaining a criminal record certificate.
* Sensitive personal data: In some cases, we may also process sensitive personal data, e.g., in connection with long-term illness, or if you are injured at work. If employer compensation is to be paid, we may also receive information about your trade union membership.
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**4. Lawful Basis**

We base our processing of your personal data, as described above, on the following lawful basis:

*[Describe the lawful basis]*

| ***Example:*** * To fulfill the employment contract (GDPR Article 6(1)(b))
* To comply with applicable laws, including health, tax, and social security obligations, as well as applicable collective agreements (according to specific national legislation e.g.Danish Data Protection Act § 12(1))
* If it is in our legitimate interest (GDPR Article 6(1)(f))
* If we have obtained your consent to process the data (GDPR Article 6(1)(a) and Article 9(2)(a))
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**5. Data Retention**

The personal data we collect in connection with your employment will be stored in your personnel file, which is stored in *[insert system]*.

Your personal data will be stored securely and confidentially, and only persons with a legitimate need will have access to the data.

Upon termination of employment, we will assess the extent to which your personal data should be deleted. As a general rule, your personal data will be stored for *[insert xx years]* after the employment relationship has ended. If it is considered necessary to store the data for a longer period, and there is a legal basis for doing so, this may exceptionally occur.

**6. Source of Personal Data**

We collect personal data from the following sources:

| ***Example:*** * Directly from you
* From public authorities, such as the national Tax Agency (in Denmark: SKAT)
* From other sources, such as GPS in mobile devices, mobile masts, etc., in the case of location data
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**7. Data Sharing**

We share your personal data with the following third parties:

| ***Example:*** * Suppliers who assist us with HR administration, salary payments, pension, accounting, IT system hosting, etc.
* Relevant public authorities, to the extent we are obligated to do so, such as reporting to the Tax Agency (in Denmark: SKAT)
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| If personal data is shared with third parties in insecure third countries, this shall be described, including the legal basis for the transfer. |
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**8. Your Rights**

The General Data Protection Regulation (GDPR) grants you the following rights:

* You have the right to request access to the personal data that we hold about you.
* You have the right to request the rectification or erasure of inaccurate personal data, or restriction of processing of your personal data.
* You also have the right to object to the processing of your personal data.
* Where the processing is based on consent, you have the right to withdraw your consent at any time. Withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

Depending on the specific circumstances, there may be conditions or limitations to the above rights.

You can exercise your rights by *[insert description, e.g., contacting our HR department*]

If you wish to complain about our processing of your personal data, you can complain to the *[insert relevant data protection authority]*.

For more information, please visit the *[insert relevant data protection authority]* website. (for example the Danish Data Protection Agency's website: www.datatilsynet.dk)

**Document information**

| Document version |  |
| --- | --- |
| Date of Issue for this version |  |
| Responsible Person |  |
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