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|  **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 to all organizations. If this is the case, it will be clearly indicated in the text.

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| Text boxes in the document contain focus points and good advice for you as a data controller or data processor. Please note that the text boxes should be removed from the final version of the specific policy or procedure.  |

There will be places in the text where you are prompted to insert the organization's name or other information. In these cases, it will be marked as follows: [insert organization's name].

At the bottom 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:

* Read the instructions carefully before you start using the templates. This will help you understand how to use them effectively.
* Customize the templates to fit your organization's needs. You can add or remove sections, change the wording, and add your own logo and branding.
* Keep your templates up to date. Data protection and information security regulations are constantly changing, so it's important to make sure your templates are always up to date.

We hope you find Wired Relations' templates helpful. If you have any questions, please don't hesitate to contact us.

**Privacy policy**

**How we process your personal data when you are employed by us.**

**Purpose**

*[Describe the purpose of processing the data]*

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| **Example of description in connection with employment:**We use your personal data for the following purposes before and during your employment:* In connection with the recruitment process
* As part of the preparation of an employment contract
* As part of ongoing HR administration, including payroll, tax reporting, registration of illness, vacation, etc.
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**Data Controller**

*[Describe who the data controller is]*

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| **EXAMPLE**The data controller for the processing of personal data is:*[insert Organization Name and Address]* *[insert Organization CVR Number]* *[insert Contact Person/Team and Contact Information]* |

**Categories of Personal Data**

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

*[Describe the categories].*

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| **Example of Categories of Personal Data in the Context of Employment:*** Ordinary Personal Data:

Primarily, we process ordinary personal data such as name, address, phone number, email address, date of birth, next of kin, education, exam results, CV, job duties, work hours, location data, and other work-related information regarding salary, absence, pension, tax, and bank account number.* In some cases, we may also process your CPR number and information about criminal offenses by obtaining a criminal record certificate.
* Sensitive Personal Data:

In certain situations, we also process sensitive personal data, such as in connection with long-term illness or if you are injured at work. If employer's compensation is to be paid, we may also obtain information about your union membership. |

**Legal Basis for Processing**

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

*[Describe the legal basis].*

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| **Example of Legal Basis for Processing in an Employment Relationship:*** To fulfill the employment contract (GDPR Article 6(1)(b))
* To comply with applicable legislation, including health, tax, and social security obligations, as well as applicable collective agreements.
* If it follows from a legitimate interest (GDPR Article 6(1)(f))
* If we have obtained consent to process the information (GDPR Article 6(1)(a) and Article 9(2)(a))
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**Storage of Personal Data During and After Employment**

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 consider the extent to which your personal data should be deleted. As a general rule, your personal data will be stored for 5 years after the termination of employment. If it is considered necessary to store the data for a longer period of time, and there is a legal basis for this in special legislation, this may be done exceptionally.

**Where do we get the information from?**

We collect personal data from the following sources:

* Directly from you.
* From public authorities.
* For example, from GPS in mobile devices, mobile towers, etc. in connection with location data.

**Disclosure**

We disclose your personal data to the following third parties:

* Suppliers who assist us with our personnel administration, payroll, pension, accounting, hosting of IT systems, etc.
* Relevant public authorities, to the extent that we are obliged to do so.

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| If personal data is transferred to insecure third countries, this must be described, including the transfer basis on which the transfer takes place.  |

**Your Rights**

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

* You have the right to request access to the personal data we process about you.
* You have the right to request that your personal data be rectified, erased, or restricted from processing.
* You also have the right to object to the processing of your personal data.
* If the processing of your personal data is based on consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing of your personal data that was carried out prior to the withdrawal.

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

You can exercise your rights against us by [Insert: description]

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

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### **Document Information**

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| Document Version |  |
| Date of Issue for This Version |  |
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