

Handling of personal data in the recruitment process

When you apply for a position at DAFA, please note that we register and store the information you send to us, acting as a data controller. The way we process your application, the information we collect, and the procedures we follow are described below.

Receipt of applications

You will be sent a confirmation message when we receive your application. We then review the applications and select which candidates we will invite to an interview based on qualifications that match the given position. Invitations to interviews are made by email or phone. Please refrain from sending us your social security (CPR) number, medical history, information about your political or religious beliefs or any other sensitive information.

Interviews

We conduct interviews during the recruitment process which will focus on both your professional and personal skills. We will also inform you about the content of the job and DAFA as a workplace. We only note the relevant information from each interview, and assess whether you will be offered the position on this basis.

Obtaining information and references

As part of the recruitment process, we will often seek additional information about the applicant or applicants we consider to be best qualified. This will often involve seeking publicly available information from the Internet where relevant, including from social media such as LinkedIn. We may also ask you to send us additional information.

If we wish to seek information about you from your current or former employer in the form of a job reference, we will ask for your consent to do so first. If you do not give your consent, we will not obtain reference information.

Personality tests

Where a personality test is used, the test can only be conducted if you consent to it. The test results are viewed as personal and therefore sensitive information.

Rejections

If your application is unsuccessful, all information about you will be immediately deleted.

