

# PRIVACY POLICY

## PURPOSE

Danske Flådeskibe K/S is committed to observe all applicable data privacy laws, including the EU General Data Privacy Regulation (GDPR) and to protect the personal data of others when such data is entrusted with us or otherwise processed by us as part of our business operations. This includes you as a visitor to our website (<https://danishnavalvessels.dk/>) or otherwise as a user of our services.

## SCOPE

This policy applies to our website <https://danishnavalvessels.dk/>, our subscription service (press releases), and our general interaction with external stakeholders, such as our customers and suppliers.

## WHAT KIND OF PERSONAL DATA DO WE GATHER AND PROCESS AND FOR WHICH PURPOSES?

### General

When you are using Danske Flådeskibe K/S' website and other services, Danske Flådeskibe K/S may collect personal data about you such as your name, company, e-mail address, phone number, address and IP address. You are free to decide whether you want to provide your personal data to Danske Flådeskibe K/S. However, if you do not provide the personal data you will not be able to use all our services.

We collect and use your personal data in order to deliver our services to you, to better understand your needs and how we can improve our products and services and to optimize and provide you with the best possible user experience.

### "Cookies" – Information placed automatically on your computer/device

When you access our website, we may store some information on your computer/device. This information will be in the form of a "cookie" or similar file and will help us better serve you. Cookies are small text files that a website transfers to your hard disk or browser, which may then store the cookie on your hard drive. Cookies may tell us the time and length of your visit, the webpages you visit, and the website you visited just before coming to ours. We may also record the name of your Internet Service Provider. This information allows us to measure website activity to tailor information to suit your individual preferences.

The goal is to save you time and provide you with a more meaningful visit. Knowing how and when our visitors use our website help us to improve our website on a continued basis. We use cookies to view information on your hard drive that was put there by a cookie from our website.

We do not use cookies to gather personal information about you such as your name or e-mail address.

In order to measure the effectiveness of our online presence, Danske Flådeskibe K/S may use cookies to identify repeat visitors to our website, and to determine the path visitors take on the site. Any information gathered by the use of cookies is compiled on an aggregate, anonymous basis.

A cookie cannot collect information from your computer and cannot carry any virus or other damaging files. You may choose to accept cookies or choose the option “read more” in which case the cookies won’t run on your computer.

### **Customer Relationship Management system**

In order to maintain contact with its customers and other relevant stakeholders, Danske Flådeskibe K/S registers relevant information. This includes name, address, e-mail, phone number, and fax number of our business point of contacts. This information is only available to the authorized Danske Flådeskibe K/S employees.

### **Job applicants**

As part of any recruitment process, Danske Flådeskibe K/S collects and processes personal data relating to job applicants. The organization is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information do we collect?**

Danske Flådeskibe K/S collects a range of information about you. This includes, but is not limited to:

- Your name, contact details and candidate status
- Information included in your CV or cover letter, such as job history, academic background, skills and competencies, personal interests, languages spoken, and questionnaire results
- Job preferences and type of employment sought, and willingness to relocate names and contact details for references
- Personality test results.

Danske Flådeskibe K/S may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by your former employers, however we will not contact former employers or seek other references without your prior acceptance.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems.

### **Why does Danske Flådeskibe K/S process your personal data?**

We need to process your personal data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

Danske Flådeskibe K/S has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Danske Flådeskibe K/S does not wish – and do not need – to receive any sensitive personal information about you with your application. Sensitive personal information includes information such as sexual orientation or sexual health, religious or spiritual or philosophical beliefs, trade union membership, political opinions, and criminal history.

In the event that your application results in the offer and your acceptance of a position at Danske Flådeskibe K/S, the data collected will become part of your employment record and will be used to administer your employment and for employment purposes.

Only selected employees of Danske Flådeskibe K/S – such as management team members, potential future line managers or HR staff – and selected third parties who support us with the recruitment process, have access to your personal data. Except as set out in this policy or as required by law, your personal data will not be supplied to any third party without your explicit authorization.

### **What if you do not provide personal data?**

Providing your job application data is voluntary and you are under no statutory or contractual obligation to provide data to Danske Flådeskibe K/S during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## **HOW IS YOUR PERSONAL DATA PROTECTED?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **Data controller**

Danske Flådeskibe K/S, Hovmarken 4, DK-8520 Lystrup, Denmark, and Terma A/S, Hovmarken 4, DK-8520 Lystrup, are joint data controllers responsible for data security and the processing of your personal data according to the specific purposes mentioned above.

### **Security measures**

Being aware of the risks that are inherent to data processing, we have implemented technical and organizational security measures to protect your personal data from being accidentally or illegally deleted, published, lost, damaged, accessed by unauthorized persons, misused or otherwise treated in a way that is inconsistent with the relevant data privacy rules.

### **Retention period**

In general, we store your personal data only for as long as this is needed for the purposes for which it was collected, namely to deliver the requested services to you, to communicate with you, and to create more optimized user experiences for you. Personal data from unsuccessful job applicants will be deleted no later than 6 months after completion of the hiring process. If your job application has been successful and you are hired, the corresponding application data may be used in connection with your employment consistent with applicable data privacy rules.

Some of your personal data may be stored for accounting purposes or for defense of legal claims. This personal data will be stored until the expiration of the relevant statutory limitation period. Moreover, some of your personal data may be stored in an anonymized form that does not allow you to be identified.

## **HOW TO ACCESS YOUR PERSONAL DATA**

Under applicable law, you have various rights (under the conditions set out in such law).  
Withdrawal of consent: If you have provided your consent to any personal data processing activities you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent.

Right of access: You may have the right to obtain from us confirmation as to whether or not personal data concerning you is processed by us, and, where that is the case, to request access to the personal data. The access information includes – inter alia – the purposes of the processing, the categories of the personal data concerned, and the recipients or categories of recipients to whom the personal data has been or will be disclosed. However, this is not an absolute right and the interests of other individuals may restrict your right of access.

You may have the right to obtain a copy of the personal data being processed by us. For further copies requested by you, we may charge a reasonable fee based on our administrative costs.

Right to rectification: You may have the right to obtain from us the rectification of inaccurate personal data concerning you. Depending on the purposes of the processing, you may have the

right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to erasure ("right to be forgotten"): Under certain circumstances, you may have the right to require from us that we erase your personal data.

Right to restriction of processing: Under certain circumstances, you may have the right to require from us that we restrict our processing of your personal data. In this case, the respective data will be marked and may only be processed by us for certain purposes.

Right to object: Under certain circumstances, you may have the right to object, on grounds relating to your particular situation, or where personal data is processed for direct marketing purposes, at any time to our processing of your personal data and we may then be required to no longer process your personal data.

Right to data portability: Under certain circumstances, you may have the right to receive a copy of the personal data we process concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit those data to another entity.

Right to file a complaint: You have the right to file a complaint with the competent supervisory authority regarding our processing of your personal data.

If you would like to know more or wish to change your information, you are welcome to contact Danske Flådeskibe K/S at [dps@danskepatruljeskibe.dk](mailto:dps@danskepatruljeskibe.dk)