

Privacy Policy for job applicants – Autoinnovation ApS – Tjekvik

Version: April 2026

When recruiting new employees, Autoinnovation ApS – Tjekvik (“**Tjekvik**”) will, as a data controller, collect and process personal data about you as a job applicant.

The Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (“**GDPR**”) and the Act on supplementary provisions to the regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (“**the Danish Data Protection Act**”) require Tjekvik to provide information to you as a data subject about how Tjekvik collect, process, and disclose personal data, which categories of personal data Tjekvik processes, and the purposes for such processing.

1. Categories of personal data

We collect and process the following personal data about job applicants:

- Name, CV, email address, phone number, and national identification number, job application, any photo of the applicant, information on education, information obtained from LinkedIn, letters of recommendation and other information from the application process.

We encourage that you not to include sensitive personal information such as racial or ethnic origin, religion, trade union membership, etc. in your application. Further, we encourage you not to include information about your age.

2. The purposes of Tjekvik’s processing of personal data

Tjekvik processes personal data about you as a job applicant for the following purposes:

- Review of job application in contemplation of employment
- Selection of and interviewing potential candidates
- Assessment of the professional and personal qualifications of job applicants in relation to recruiting new employees
- Preparation of employment contracts and handling of on-boarding
- Compliance with the applicable personal data protection regulation, and other legitimate interests. This may include processing relating to:
 - Compliance with legal documentation requirements;
 - Compliance with basic principles and legal bases for processing personal data;
 - Putting in place, maintaining and testing technical and organisational security measures;
 - Investigating and reporting suspected personal data breaches;
 - Handling requests and complaints from data subjects and others;
 - Handling inspections and queries by supervisory authorities;
 - Handling disputes with data subjects and third parties.

3. How Tjekvik collects personal data

Personal data is primarily collected by Tjekvik directly from you as a data subject.

When Tjekvik collects personal data directly from you for any of the purposes outlined above in Section 2, you provide the personal data on a voluntary basis. Whether or not you are under an obligation to provide such personal data will depend on the specific circumstances.

The consequences of not providing the personal data are that Tjekvik cannot fulfil the above-mentioned purposes, including that Tjekvik cannot fulfil our obligations to you.

4. The legal basis for the processing of personal data

There are several legal bases on which Tjekvik processes your personal data. The legal bases on which Tjekvik processes your personal data are:

- Your consent, cf. article 6(1)(a) of the GDPR and section 6 of the Danish Data Protection Act, if such consent has been given.
- The processing is necessary for the purposes of legitimate interests pursued by Tjekvik, cf. article 6(1)(f) of the GDPR, and section 6(1) of the Danish Data Protection Act. These legitimate interests relate to assessing your professional qualifications and social skills in the recruitment process.

5. Disclosure of personal data to other entities

Tjekvik will not disclose personal information about you in relation to the recruitment process, however, it may happen if a recruitment consultant is involved in the recruitment process.

6. Withdrawal of consent

When the processing or transfer of personal data is based on your consent, which will be collected separately, you have the right to withdraw your consent to the processing, disclosure or transfer of your personal data. If you withdraw the consent, this will not affect the lawfulness of the processing and disclosure prior to the withdrawal, but Tjekvik will no longer use your consent as a legal basis for any processing of your personal data.

Please contact us using the contact details below if you wish to exercise this right related to any consents, which Tjekvik may have obtained from you.

7. Transfer of personal data to data processors

Tjekvik uses a number of data processors who provide systems and services to Tjekvik. As part of the provision of systems and services, these data processors may process your personal data.

These data processors include the following categories:

- IT service providers who offer IT systems and tools and store personal data
- Providers of online communication and file storage platforms

8. International transfers of personal data to recipients (both 'data controllers' and 'data processors') in countries outside the EU/EEA

Tjekvik may transfer your personal data to countries outside EU/EEA, where the European Commission has decided that the country offers an adequate level of data protection, pursuant to article 45 of the GDPR ("**Adequacy Decision**")

When transferring your personal data to countries outside the EU/EEA which are not deemed by the EU Commission to ensure an adequate level of data protection comparable to the GDPR standard, the legal basis for transferring the personal data is the European Commission's Standard Contractual Clauses in order to ensure an adequate level of data protection.

You can obtain a copy of the Standard Contractual Clauses entered into with the recipients of your personal data by contacting legal@tjekvik.com

Tjekvik notes that the US and other third countries usually do not ensure a level of protection essentially equivalent to that ensured within the EU/EEA. Therefore, you must be aware that the third countries may not provide for effective legal remedies to exercise your rights and may allow unjustifiable access to personal data by public authorities.

9. Retention period

Tjekvik stores personal data for as long as necessary to fulfil the purposes above.

Personal data is deleted no later than six (6) months after the end of the recruitment procedure.

If you are employed, personal data will be kept in accordance with the retention periods for current employees.

10. Rights of the data subject

Subject to the conditions set out in the applicable data protection legislation, you as a data subject enjoy the following rights in respect of the personal data that Tjekvik hold:

- The right to request access to the personal data
- The right to rectify or correct the personal data
- The right to erase the personal data
- The right to restrict the processing of the personal data
- The right to have the data provided to you in a portable format
- The right to object to the processing of the personal data

You also have the right to lodge a complaint with the competent supervisory authority, such as the Danish Data Protection Agency. Please consult their website for how to submit a complaint at www.datatilsynet.dk.

You have the right to object, on grounds relating to your particular situation, at any time to our processing of personal data which uses legitimate interests as a legal basis for the processing (as set out in article 6(1)(f) of the GDPR), including where the processing amounts to automated profiling of your personality, preferences or characteristics. Where you have exercised this right to object, Tjekvik will no longer process the personal data on the legal basis of legitimate interests unless Tjekvik can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or if the processing is necessary for the establishment, exercise or defence of legal claims.

11. Contact

Please contact Tjekvik if you have any questions regarding the protection of your personal data or if you wish to exercise any of the legal rights set out in this privacy policy.

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