dbaconsult

Privacy policy

How we process your personal data

This is a translation. In case of any discrepancy, the Danish version prevails.

01 Company information

Company name	dba consult ApS
Email	gdpr@dba-consult.dk
Website	dba-consult.dk
Address	Rådhusstræde 1, 2nd floor 1466 Copenhagen K, Denmark
Company reg. (CVR) no.	30811941

02 Data protection at dba consult ApS

As part of the activities of dba consult ApS, we process personal data. This privacy policy describes how we process your data.

Transparency

In this privacy policy you can read how we process data about you and for which purposes. You have received, or will receive, some of the same information when you register your details on our website.

Consent before we process your personal data

Before we process data about you, we obtain consent for the specific purposes, unless the data is collected and processed on another legitimate basis. We can inform you of such a basis and of our legitimate interest in processing your personal data.

Consent is voluntary, and you may withdraw it at any time. See below how to withdraw your consent.

No disclosure without consent

We do not disclose personal data to other parties without consent.

Withdrawal of consent

As a data subject, you may withdraw your consent at any time. Send an email to gdpr@dba-consult.dk, after which the controller confirms that the consent has been withdrawn.

Please note that if you withdraw your consent, this may affect how our website works, or there may be services that we can no longer offer, for example newsletters.

03 Your rights

As a data subject registered with dba consult ApS you have the following rights. Below we describe how dba consult ApS handles these rights and how you can exercise them. You also received this information when you registered.

- Right of access
- Right to rectification
- Right to erasure

- Right to object
- Right to restriction of processing
- Right to data portability
- Right to withdraw consent
- Right to lodge a complaint with the supervisory authority

The controller informs the data subject, without undue delay, about how the company handles the data subject's exercise of his or her rights.

04 How to exercise your rights

Right of access

You have the right at any time to be informed of which data we process about you, where it comes from and what we use it for. You can also be informed of how long we store your personal data and who receives data about you, to the extent we disclose data in Denmark and abroad.

You can send an email to gdpr@dba-consult.dk and request the data that is registered, as well as the purposes for which it has been collected.

Right to rectification

You have the right to have the data we process about you rectified. You can log in to your profile at exact.dba-consult.dk and correct the data the company has registered, as well as the purposes for which it has been collected.

Right to erasure

In certain cases you have the right to have the data we process about you erased. There are, however, cases where we have a legal obligation to keep it.

We have routines ensuring that we delete personal data that no longer serves a purpose or that we are no longer legally obliged to store and process. We delete your personal data when it is no longer necessary for the purpose for which it was collected, processed and stored.

If you believe that the personal data we process about you is not correct, you have the right to have it corrected or erased. Write an email to gdpr@dba-consult.dk stating which data you want erased.

Upon receipt of the request, the controller assesses whether there are exceptions to erasure. If the controller finds an exception, the controller informs you without undue delay of the grounds and legal basis for the exception. If there are no exceptions, the controller erases the data and notifies you.

Right to object

You have the right to object to our processing of your personal data. Write an email to gdpr@dba-consult.dk stating that you want to exercise your right to object. The controller then ensures that the personal data is not processed for the purpose for which it was collected as long as an objection has not been concluded.

If your objection is justified, the controller ensures that the processing stops until a decision on the objection has been made.

Right to restriction of processing

You have the right to request restriction of our processing of your personal data. Send an email to gdpr@dba-consult.dk, which will then be handled by the controller.

If your request is justified, we ensure that the processing of your personal data is restricted. You will then receive a confirmation with information about the actions taken, as well as an assessment.

Right to data portability

You have the right to request that your personal data be transferred to another provider of the same service. Write an email to gdpr@dba-consult.dk stating that you want to exercise your right to data portability. The controller then ensures that the personal data is provided to you in a commonly used, machine-readable format.

Right to withdraw consent

You have the right to withdraw your consent at any time. Write an email to gdpr@dba-consult.dk stating that you want to withdraw your consent and for which purpose it was given.

The controller then ensures that the personal data is not processed for the purpose for which it was collected. If there are no exceptions or legal obligations, the controller erases the personal data.

Right to lodge a complaint with the supervisory authority

You may lodge a complaint with the supervisory authority. In Denmark the supervisory authority is the Danish Data Protection Agency (Datatilsynet). A complaint can be filed on its website, datatilsynet.dk.

The controller's obligation to provide information

If you have exercised your rights to rectification or erasure of personal data or restriction of processing under Article 16, Article 17(1) and Article 18, the controller informs all recipients to which the personal data has been disclosed, so that the parties take the necessary actions to ensure your rights.

05 What do we use your data for?

We use data about you to be able to offer you assignments that we have entered into on your behalf with a company that needs your competencies.

The data we use (general personal data)

- Name
- Contact information
- Data that the data subject has stated in his or her CV

dba consult ApS advises data subjects not to provide any type of data that can be regarded as belonging to special categories in their CVs.

We collect and store your personal data for specific purposes

We collect and store your data in connection with specific purposes or other legitimate interests. This happens when we need to carry out:

- Storage of CVs in the company's CV database and the system Exact for administration of consultants
- Processing of CVs in the company in connection with the sale of the data subject as a consultant
- Transfer of a complete CV to potential customers. This is always only done with prior acceptance by the data subject.
- Transfer of an anonymised CV to potential customers. This is done without any other consent.
- Processing of personal data in Gmail (Google Workspace) regarding communication

We only process relevant personal data

We only process personal data about you that is relevant and sufficient for the purposes for which it was collected. Which data is sufficient and relevant depends on the purpose. When you provide your data, you are informed why we collect each item. There may be legal obligations for the controller that are the reason why we collect, process and store personal data. You can always request access following the process above.

We keep personal data up to date

We check that the personal data we process about you is not incorrect or misleading, and we update it on an ongoing basis. All our services depend on the data being correct and up to date. We therefore ask you to inform us of any inaccuracies or changes in your personal data.

06 Security of processing

We protect your personal data and have internal rules and processes for information security. We have introduced instructions and measures that protect your personal data against being destroyed, lost or altered, against unauthorised disclosure and against unauthorised persons gaining access to or knowledge of it.

Security on the website

The website uses an encrypted connection (HTTPS with TLS). This means that only the sender and the recipient can read the data sent between them, so you can enter your data safely on our website.

Security in receiving systems

When we receive your data, it is stored securely. Exact runs on Heroku, whose data centres are certified to, among others, ISO 27001, SOC 1 and SOC 2 and PCI Level 1.

Heroku is built on isolated environments, ensuring there is no access from other applications or from outside. Customer data is secured in a separate, access-controlled database. The underlying systems are kept up to date, and all systems are included in backup, so data can be restored if it is destroyed, lost or inappropriately altered.

Organisational measures

To protect your data as well as possible, we have processes for the people who may come into contact with your data. Only persons acting on direct instructions from the controller can access the data in the systems. This is ensured through internal processes at our subcontractors.

07 Cookies

We use cookies for several purposes on the website. Read more under Cookies on the website.