

## **Personal data policy for processing personal information in connection with recruitment**

In connection with recruitment at Louisiana Museum of Modern Art, we process your personal information as stated in this policy. Louisiana Museum of Modern Art, CVR No. 34552576, Gl. Strandvej 13, 3050 Humlebæk, Denmark (“Louisiana Museum of Modern Art” or “we”) is responsible for the personal information collected and processed during the processing of your application.

We process the information, including personal information contained in your application and curriculum vitae, in order to evaluate your application. We recommend that your application does not contain sensitive personal information, such as information revealing racial or ethnic background, religion, trade union membership, sexual orientation, health information, and the like.

If the position in question requires you to undertake personality tests or the like, you will be informed of this when we have processed your application. The results of such tests will be treated confidentially but are part of our assessment of your application. The results will be deleted when the evaluation process has been completed.

In some cases, you will also be asked to deliver a copy of your criminal record and/or child protection certificate, depending on the position in question. Such information will also be treated confidentially.

The basis for our processing of your personal information is your consent and your request that we process your application and CV prior to an agreement on an employment contract.

As part of our evaluation of you and your application, we may obtain references from your past and/or current employers. We will collect references only if you have given your consent.

If you are offered a position at Louisiana Museum of Modern Art, your application and additional personal information collected in connection with your employment will become part of your personal employee file with us.

If you are not offered a position, we will store your application and any additional personal information collected in connection with the recruitment process for a period of six months after our decision, unless you have consented to the storage of such information for a longer period.

You may revoke any consent that you have given as part of your application or during the recruitment process. The revocation of consent will affect the future processing of your personal information. If you wish to revoke a consent, please contact us as indicated below.

You have a right to access to the personal information about you that we process, albeit with certain statutory exceptions. You also have a right to object to the collection and further processing of your personal information. In addition, you have a right to request that the processing of your personal information be limited, that your personal information be corrected if necessary, and in some cases, that your personal information be deleted.

Under special circumstances, you may also ask for an overview of your personal information in a well-structured, plain and machine-readable format and may ask us to transfer such information to another party that is responsible for data.

If you wish to exercise any of these rights or if you have any questions regarding the processing of your personal information, please contact Louisiana HR at [hr@louisiana.dk](mailto:hr@louisiana.dk).

If you wish to complain about the processing of your personal information, please contact Louisiana HR at [hr@louisiana.dk](mailto:hr@louisiana.dk). You can also file a complaint with Danish Data Protection Agency, Borgergade 28, 5, 1300 Copenhagen, Denmark.