

## INNOMATE Personal Data Policy

INNOMATE Personal Data Policy deals with the collection and processing of personal information about you who either visit our website or contact us via our contact or job application form on our website.

INNOMATE's Personal Data Policy shall ensure fair and transparent processing of your personal data in accordance with the EU General Data Protection Regulation (GDPR). The policy is implemented in internal procedures and security measures that protect your personal data.

### Who is responsible for your personal data?

INNOMATE a/s  
 Ørestads Boulevard 73  
 2300 København S  
 CVR nr.: 15882271

### What personal information do we process and for what purposes?

#### Visitors to INNOMATE's website

When you visit our website, we use cookies that collect information about you. The information includes information about your browser type, your search terms, the pages you move around, your IP address and information about your computer type. We generally use cookie data to improve our website and conversions as well as to target our marketing.

#### Inquiries via INNOMATE's contact form

When you contact INNOMATE via our contact forms at [www.innomate.com](http://www.innomate.com) with a request for ordering, information or contact about INNOMATE's solutions, you will be created in our CRM system. Here you will appear with name, company-related telephone, email and address as well as with your possible contact notes, so that we can subsequently service you in the best possible way with marketing materials and sales activities. This is done either by email or telephone. We keep a log of our dialogue with you in our CRM system.

Unless otherwise agreed, you will be deleted from the CRM system after 12 months if we assess that the purpose for which your personal information was collected is no longer fulfilled. You can ask us to delete your personal information at any time.

#### Online-presentation

In connection with an online presentation of INNOMATE HR, you have the opportunity to have the presentation recorded on video for use in your subsequent decision-making process. This only happens by prior agreement with the participants. These videos will be deleted after 6 months.

#### Jobseeker at INNOMATE

The personal information you provide when submitting a job application (even unsolicited) is used and stored solely for the purpose of a recruitment process. INNOMATE treats your personal information confidentially. If a recruitment company, providers of personality tests, etc. are used, this will appear in the job advertisement. References from employers are not obtained without your consent.

Your job application is stored in INNOMATE's HR system for a maximum of 6 months, after which it is automatically deleted unless otherwise agreed with you.

## **How long do we store your personal data?**

INNOMATE stores your personal data for as long as is necessary to fulfill the purpose for which your information was collected. When we delete your personal information from our services, we may not always be able to delete associated copies from our archive servers immediately.

## **Do we pass on your personal data to others?**

INNOMATE does not pass on your personal information to others.

We use external suppliers who, in their role as data processor, can process your personal data in connection with their provision of services to us. Our data processors only process your personal information in accordance with our instructions and in accordance with the legal requirements for a data processor agreement with INNOMATE.

## **Your rights as registered**

In connection with our processing of your personal data, you have:

- The right to gain insight into what personal information we process about you, where it comes from, for what purpose it is processed and whether we pass on the information to others.
- The right to have incorrect or incomplete personal information about you corrected.
- Right to have your personal data deleted - including revoking your consent to the processing of your personal data.
- The right to object to your personal information being used for direct marketing.
- Right to have your personal information transferred to you or another party (data portability).

If you wish to exercise one or more of your rights, you can contact us at [info@innomate.com](mailto:info@innomate.com)

We strive to meet all your wishes regarding the processing of your personal data. Should you still wish to lodge a complaint, you have the opportunity to complain to the Danish Data Protection Agency: [www.datatilsynet.dk](http://www.datatilsynet.dk)

## **Changes to INNOMATE Personal Data Policy**

INNOMATE reserves the right to update and change this policy. If we make major changes to the policy, we will inform you with a visible message on our website. The current version of INNOMATE Personal Data Policy will always be available on our website.

This is version 1.1 of INNOMATE Personal Data Policy last updated April 2021.