

Privacy policy for SKAKO A/S

Personal data regarding HR – during the period of employment

Personal data processing

Definition

Personal data means any information relating to an identified or identifiable natural person, even if it requires knowledge to a social security number, reg. no. or similar.

Principles for processing personal data

Processing follows these principles:

- Handled legally, reasonably and transparently
- Collected for explicitly stated purposes
- Be sufficient, relevant and limited to what is necessary
- Be correct and up to date
- Only be stored for as long as necessary for the purpose
- Handled in a way that ensures adequate safety

Collecting and use of personal data

During the employment we use the personal data provided from the process of applications. Furthermore, we process these data:

- Salary
- Portrait
- Absence
- Expenses and mileage documentation
- Annual appraisal meeting
- List of relatives

When using our IT-systems and accessing our buildings, we will log the activity.

We collect and process data only within SKAKO Group, but as a part of the HR-management, we disclose your personal data with:

- Public authorities
- Commercial banks
- Pension fund
- Insurance company
- Call center
- External partner for:
 - Absense
 - Expenses and mileage documentation
 - E-learning

Besides we don't disclose your personal data to third parties without your consent. We will not obtain your consent if we are legally required to disclose your personal data.

Information security

We maintain appropriate technical, organizational and administrative measures, to protect your personal data.

Contact details

In case you have any question about this Privacy Policy, please contact us at:

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