



**Inspectly**

# External personal data policy

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🌐 [Inspectly.com](https://inspectly.com) ✉ [hello@inspectly.com](mailto:hello@inspectly.com)

## External personal data policy

### 1. Personal data responsibility at Inspectly's.

At Inspectly's we develop software for use by companies and are therefore often data processors, but there are a number of situations where we are data manager and in this privacy policy, we have described how we process personal data when we are data manager.

We process personal information about you when you contact us and when you visit our website. Inspectly uses cookies in connection with our website. In this regard, we refer to the cookie policy available on our website.

### 2. How do you contact us?

Inspectly is the data controller for the processing of personal data we have received about you. You can contact us at the address below

**Inspectly**

Gunnar Clausens Vej 32 D

8260 Viby J

Phone: + 45 70 60 60 55

E-mail: [support@inspectly.com](mailto:support@inspectly.com)

The manager responsible for our data processing is Torben Kovaltsenko Jørgensen who can be contacted by email: [torben@inspectly.com](mailto:torben@inspectly.com).

### Processing of your personal data

When we process personal information about you, or for you, we only collect and process the personal information necessary for the purpose for which we collect information.

We assess whether there is basis for collecting and processing personal data, what personal data is necessary and relevant and how long personal data must be stored.

In connection with the performance of tasks for our customers and the operation of the company, there will be situations where we, for our own purposes, handle personal information about other parties or other relevant parties. We will also be responsible for data in these situations.

In addition, we are responsible for the data we collect about our employee in connection with the ongoing management and management of the employment relationship. You can read more about our processing of personnel information in the section "Recruitment policy" below.

Being a data controller in relation to your personal data, it means that we must ensure compliance with the rights you have under the personal data law. You can read more about your rights in the “your rights” section below.

### 3. Processing of personal data

#### **We collect and store only relevant and necessary data and for certain purposes only**

We only use personal data which are necessary and relevant for the performance of specific tasks for our customers and as part of the operation of our company.

The data that we collect typically includes ordinary personal data in the form of name and work-related contact information.

#### **We do not disclose your personal data without a legal basis**

We always ensure that there is a legal basis before disclosing your personal data to third parties.

We will not obtain your consent if we are legally required to disclose your personal data, e.g. as part of reporting to an authority.

We do not disclose your personal data to recipients in third countries, i.e. countries outside the EU/EEA.

#### **We check and update your personal data**

If we become aware that personal data is no longer relevant or that it is incorrect, we will delete or correct the information.

#### **We delete your personal data when they are no longer needed**

We delete your personal data when it is no longer needed for the purpose for which we originally collected the information.

Personal data collected in connection with the processing of specific tasks will be stored for an appropriate period after the completion of the task. It will normally be for a period of five years from the last reading, among other things based on the Rules of the Accounting Act.

### 4. Recruitment policy

If you send us an application – unsolicited or based on a job posting – we will process the information you share with us. Your information will only be used and stored for the purpose of conducting any recruitment process as well as in connection with any employment.

We do not collect sensitive personal information (including health information) without your explicit consent. However, in connection with your application, you are encouraged to disclose any health conditions that are material to your ability to perform the job you are applying for.

We will not use your social security number when receiving an application and ask you not to include it in the documents you submit to us, such as a CV, diplomas etc.

We can store information about job applicants from external suppliers within the EU / EEA. The cooperation with any suppliers is subject to written data processing agreements that follow the applicable rules.