

# Privacy Policy for Certification, Ramboll

Version: December 2018

As part of the certification of fire safety consultants, Ramboll Denmark A/S ('Certification, Ramboll') as data controller, collects and handles personal information from applicants interested in certification as fire safety consultants. In this Privacy Policy, we describe a number of conditions regarding how we handle personal data.

## 1. CATEGORIES OF PERSONAL INFORMATION AND PURPOSES

We collect and handle the following personal information:

Categories of registered persons and categories of personal information	
Persons who apply for certification as fire safety consultants	<u>Standard personal data</u> Name, address, email, telephone number, education, work background, job positions and information about where you are employed.
	<u>Sensitive information</u> <ul style="list-style-type: none"> <li>• CPR number or equivalent national identification number.</li> <li>• Information about special needs for the applicant.</li> <li>• Health information, if the certified person mentions illness as the reason for failure to meet the requirements for certification.</li> </ul>

We handle this personal information for the following purposes:

- Evaluation of the applicant's qualifications and competences in order to be certified as fire safety consultant, including re-certification.
- Verification of any special needs of the applicant.
- Ongoing control of whether the certified fire safety consultant meets the requirements for certification.
- Ongoing communication with the applicant / the certified fire safety consultant as well as to conduct possible registration in governmental digital service solutions.
- Compliance with current valid regulations and laws (such as EU's GDPR / General Data Protection Regulation) and other legitimate purposes, such as:
  - Compliance with the basic principles for handling personal data and legal basis for the processing and documentation,
  - Implementation and maintenance of technical and organisational security measures,
  - Investigation of suspicion or knowledge about security breaches and reports to individuals and authorities,
  - Handling of questions and complaints from registered persons and others,
  - Handling of inspections and questions from supervisory authorities
  - Handling of disputes with registered persons and third parties,

- That are necessary for legal requirements to be established, enforced or defended.

## 2. SOURCES

Personal information is collected directly from you.

## 3. THE LEGAL BASIS FOR HANDLING PERSONAL INFORMATION

The legal basis for handling personal information	
Information based on consent	<p>We collect and handle the following information based on your consent (if provided):</p> <ul style="list-style-type: none"> <li>• CPR-number (personal ID number) to uniquely identify you</li> </ul> <p>See Article 6.1.2a of the General Data Protection Regulation (GDPR), see Section 11.2.2 and 4 of the Data Protection Act.</p>
Other information	<p>We collect and process other personal data, as described above, according to the following stipulations in the GDPR:</p> <ul style="list-style-type: none"> <li>• Article 6.1.b (necessary in order to obtain an agreement with you)</li> <li>• Article 6.1.f (necessary to pursue legitimate interest in Certification, Ramboll)</li> <li>• Article 9.2.f (necessary for legal requirements to be established, enforced or defended).</li> </ul>

## 4. VOLUNTARY BASIS

The personal information we collect directly from you is given to us on a voluntary basis. If you do not provide your personal information as described above, then we are not able to assess whether you can be certified as fire safety consultant / achieve re-certification.

## 5. HOW LONG?

We keep your personal information as long as it is necessary to meet the above-mentioned purposes. The storage period will be no more than five years after the business relationship has ended, at which point your personal information will be deleted.

## 6. CONFIDENTIALITY

We treat your personal data confidentially and do not (generally) pass on your information to a third party. The exception to this would be in case of complying with a request from authorities.

Your information can be transferred to external vendors, such as data servers that support Certification, Ramboll in operation of the company.

## 7. YOUR RIGHTS

You have the following rights (in accordance with and with the few exceptions included, according to legal regulations):

- Right to insight into personal data
- Right to request changes in incorrect and misleading personal data
- Right to be forgotten
- Right to limit the handling of your personal data
- Right to recall your agreement (if handling of your personal data was based on your agreement). Your recall will not affect the legality of handling of your data occurring before you recall your agreement.
- Right to receive the personal information which you yourself have provided, in a structured, standard and machine-readable format (data portability).
- Right to object against the handling of your personal information (where the handling takes place according to legitimate interests).

You also have the right to complain to the Danish Data Protection Agency about our handling of your personal information. You can read more and find the Data Protection Agency's contact information at [www.datatilsynet.dk](http://www.datatilsynet.dk)

## 8. CONTACT

If you have questions about handling of your personal information or the use of your rights, you are welcome to contact us:

Ramboll Denmark A/S  
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Denmark  
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