

Privacy and Cookie Policy

YOUR RIGHTS AS A PRIVATE INDIVIDUAL

Under the General Data Protection Regulation (GDPR), you have several rights regarding our processing of your personal data. If you wish to exercise any of these rights, please contact us.

Right of access

You have the right to access the personal data we hold about you, as well as receive additional information about how we process it.

Right to rectification

If you believe we hold incorrect or misleading information about you, you have the right to request that it be corrected.

Right to erasure

In certain cases, you have the right to have your personal data deleted before our standard retention period expires.

Right to restriction of processing

In specific situations, you may request that the processing of your personal data be restricted. If this right is exercised, we may only process the data – apart from storing it – with your consent, or when necessary for the establishment, exercise, or defense of legal claims, or to protect another person or important public interests.

Right to object

You have the right, in certain circumstances, to object to our processing of your personal data. This includes cases where processing is based on legitimate interests or for direct marketing purposes.

Right to data portability

In some situations, you have the right to receive your personal data in a structured, commonly used, and machine-readable format, and to have it transferred to another data controller without hindrance.

More information about your rights

For further details about your rights, you can consult the Danish Data Protection Agency's guidance, available at www.datatilsynet.dk.

Right to lodge a complaint

If you are dissatisfied with how we handle your personal data, you have the right to lodge a complaint with the Danish Data Protection Agency. Their contact details can also be found at www.datatilsynet.dk.

Danishcounsel's privacy policy for recruitment

When you apply for a position at Danishcounsel – whether unsolicited or in response to a job posting – it is important that you familiarize yourself with our privacy policy regarding the processing of your personal data.

Processing of personal data and contact information

Any personal information you provide in connection with your application or during the recruitment process will only be used and stored for the purpose of managing the recruitment process and, if relevant, your potential employment.

The personal data is collected and stored by:

Danishcounsel
Vestergade 15D 2
5000 Odense C

If you have questions about how we handle personal data in our HR activities, please contact our HR representative at hr@danishcounsel.com.

We treat your personal data confidentially and in accordance with applicable data protection legislation.

Disclosure of personal data to third parties

If we work with external partners during the recruitment process – such as recruitment agencies or providers of personality tests – this will be stated in the job advertisement.

Disclosure of your data to third parties will only take place under written agreements that comply with current regulations, including confidentiality and deletion of data once the process concludes.

References and background checks

To ensure we hire the most suitable candidates, we may contact references from previous employers, educational institutions, or others. During or after your first interview, you may be asked to consent to such reference checks.

For certain positions, we may also conduct background checks via publicly available sources such as LinkedIn, Facebook, Google, or business registries (e.g., CVR). This is based on our legitimate interest in ensuring the best fit both professionally and personally.

You are entitled to be informed – either during the interview or upon request – about the specific data we have collected.

Sensitive personal data

Danishcounsel does not collect sensitive personal data (including health information) without your explicit consent. You are encouraged to disclose any health-related conditions relevant to the position you're applying for during the application or at the latest by your first interview. According to Danish health information legislation, you are obligated to do so if such conditions are significant for your ability to perform the job.

Danishcounsel's privacy policy for recruitment

Due to anti-money laundering and anti-terrorism regulations applicable to law firms, we are required to obtain a criminal record certificate for all staff who will have access to client or case data – this includes lawyers, legal assistants, and certain administrative staff. If you're invited to an interview, please bring your criminal record. You can request it online using NemID at: https://www.politi.dk/da/borgerservice/straffeattest/privat_straffeattest/

For certain trusted roles, such as finance positions, we may seek credit information from third-party agencies. If this is relevant to the role, your prior consent will be requested.

If you are to be authorized as a junior lawyer or appointed as an attorney, we are required to verify whether you have significant outstanding public debt, in accordance with the Danish Administration of Justice Act.

Storage of personal data

Danishcounsel stores applicant data with external providers located within the EU/EEA (such as hosting providers for our IT systems). These providers are bound by written data processing agreements and meet applicable data protection and security standards. We ensure that only the HR manager and relevant recruitment team members have access to your information.

Retention period

Your application and related information will be stored until the recruitment process has been completed – or, in the case of unsolicited applications, for up to 6 months. If you are hired, your application will be kept during your employment.

If you have completed a personality test, the results will be stored for up to 6 months, unless you consent to longer retention.

If you are not selected, but we see potential for future opportunities, we may ask for your consent to retain your application for a longer period.

Your rights

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

- The right to access the data we hold about you (we will respond within one month)
- The right to correct incorrect or outdated information
- The right to have data deleted when it is no longer relevant – for example, if you withdraw your application
- The right to object to further processing
- The right to lodge a complaint with the Danish Data Protection Agency.

Visit www.datatilsynet.dk for contact information.

Privacy policy for Danishcounsel's processing of personal data

This privacy policy explains how DanishCounsel processes personal data in connection with our work as a law firm, including case handling, anti-money laundering procedures, and more.

DanishCounsel processes personal data when you visit our website, establish a client relationship (as an individual or company), or as a natural part of our legal services.

In most cases, DanishCounsel acts as the data controller in our daily business operations, legal case handling, and advisory services. Only in specific situations will DanishCounsel act as a data processor. In those cases, we act according to the instructions of the data controller and under a data processing agreement.

DATA CONTROLLER

Danish Counsel
5000 Odense C
www.danishcounsel.com
info@danishcounsel.com

COLLECTION AND REGISTRATION OF PERSONAL DATA

DanishCounsel processes your personal data in accordance with the general principles of data protection, as laid out in applicable data protection laws. We only process the personal data necessary to fulfill our duties as a law firm and store such data only as long as required.

Most personal data is collected directly from you, but may also be obtained from your employer, other lawyers/advisors, or third parties, such as opposing parties, public authorities (e.g. the Danish Tax Agency, the Agency of Family Law, the Police), depending on the circumstances.

Below is an overview of when and how we collect and use personal data:

Privacy policy for Danishcounsel's processing of personal data

LEGAL ADVICE AND CASE HANDLING

Personal data is processed as required for providing legal advice and handling legal matters. This includes but is not limited to:

- Corporate law, M&A, and commercial contracts
- Bankruptcy, restructuring, liquidation
- Debt collection
- Employment law
- Private legal matters (inheritance, family, real estate)
- Criminal defense

Data may include:

- Contact details
- CPR numbers
- Financial and employment information
- Health and other sensitive data
- Criminal records (if relevant)

Legal Bases for Processing may include:

- Performance of a contract (GDPR art. 6(1)(b))
- Legal obligations (GDPR art. 6(1)(c))
- Legitimate interests (GDPR art. 6(1)(f))
- Legal claims (GDPR art. 9(2)(f))
- Explicit consent, where required (GDPR art. 6(1)(a) and 9(2)(a))

Retention depends on the nature of the legal case and statutory requirements (e.g., bookkeeping or anti-money laundering laws).
