

Personal data policy for daniasoftware

Version 1.1, 21 June 2018

We, (daniasoftware) take our responsibility for protecting your data seriously. Because we handle personal data, we have defined this personal data protection policy to explain how we handle your data. This also ensures that the way we handle your personal data is in accordance with the law.

Contact details

daniasoftware a/s
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4200 Slagelse
Reg. No. 36201320
Telephone: +45 58 50 30 30
Mail: contact@daniasoftware.com
Website: www.daniasoftware.com

Handling of personal data

Personal data means any piece of data that can be linked to you.

As a customer, distributor or partner of daniasoftware, we collect the following information on you: name, email, occupation, payment details, company name, telephone number and other information from your email signature.

As a guiding principle, the collection and handling of personal data takes place as necessary measures in order to fulfill contractual obligations surrounding delivery of telephone, email, and remote support, as well as to send newsletter updates and provide access to software updates.

Personal data policy relating to recruitment

Upon receipt of a job application and attachments, the received material is read by the relevant secretary and/or leader with the goal of being able to respond appropriately and evaluate the contents in relation to the defined job.

The application and attachments are shared internally with the relevant people in the recruitment process but are not forwarded to anyone outside the company.

The application and attachments are saved until the right candidate is found and the recruitment process is complete. After this, the application and attachments are deleted.

Speculative applications are saved (together with any attachments) for a maximum of 6 months, after which they are deleted.

If there is a desire to hold an application and attachments for longer than 6 months, then consent will be requested from the candidate.



Security

We have taken appropriate technical and organisational measures to prevent your details being accidentally or illegally deleted, made public, lost, damaged, made known to a third party, misused or otherwise handled in violation of the law.

Goals

Personal data is collected for the following reasons:

- As part of a contractual relationship and delivery of services, for example access to support and software updates.
- To send our newsletter.
- To send invitations to webinars and other relevant events.
- Other business relevant correspondence.

Data maintenance

Because our service is dependent on maintaining correct and current data, we request that you advise us of relevant changes to your data. You can use the contact details above to let us know your changes, and we will update our records accordingly. If we notice that your data is not correct, then we will update our records and notify you of the change.

Storage period

Handling of personal data that relates to delivery of a contractual obligation is not time bound, and will persist until the end of the contract.

Other details are stored during period allowed by law, and are deleted when they are no longer needed.

Consent

Your consent to receive our newsletter is voluntary and you can withdraw it at any time by notifying us that you wish to do so. Use the contact details above if you would like further information.

You have the option to unsubscribe from the newsletter from the footer of each email. To do this, click "Unsubscribe from newsletter" – you will then be deleted from the system. You can also send an email to contact@daniasoftware.com if you would like to be deleted from the system.

Confidentiality

We ensure that only the people who are currently authorised to do so may access your personal data. Access to this data is locked down immediately upon authorisation being withdrawn or expiring.

We only authorise the people who need access to your data in order to fulfill our obligations.

We also ensure that the people that are authorised to access your data have signed a confidentiality agreement or are covered by a legal duty of silence.

Transfer of personal data

When handling personal data in connection with a contractual relationship and delivery of agreed services, we do use subcontractors who also handle this data exclusively on our behalf. Subcontractors are not permitted to use this data for their own purposes.



We use subcontractors for the following:

- To deliver support services
- To send our newsletter
- To host our website, including the login functionality

We enter contracts or other legally binding agreements according to EU law, or the national law of member states, that detail the necessary guarantees to ensure that each subcontractor will implement suitable technical and organisational measures in such a way that meets the requirements of the data protection regulations.

Forwarding of personal details such as name and email etc., for other goals will only occur if you provide consent.

We only use data handlers within the EU or in countries that can provide sufficient protection for your data.

Your rights

You always have the right to be informed of which data we hold relating to you, where it came from, and what we use it for. You can also find out how long we store your data and who receives data relating to you. Access to this information can only be restricted out of regard for the protection of another person's data, of company secrets, or of intellectual property rights.

You can exercise these rights by contacting us. Our contact details are provided above.

Should you believe that the data we hold regarding you is inaccurate, you have the right to have us correct it. In this case, contact us and let us know the error so that we can fix it.

In some cases, we have an obligation to delete your personal data. This applies if you withdraw consent, for example. If you believe that the data is no longer required by us in order to deliver the obligations that it was collected for, you may request that we delete it. You can also contact us if you think that your data is being handled illegally or in any way that is in breach of your rights.

You also have the option of lodging a complaint with Datatilsynet, the Danish Data Protection Agency.

When you submit a request for your data to be corrected or deleted, we check that any relevant conditions are met, and then ensure that the change or deletion occurs as soon as possible.

You have the right to object to our use of your personal data. You can use the contact details above to send an objection. If your objection is justified, then we will stop using your personal data.

We automatically delete any personal data that we hold that is no longer needed for the purpose that it was collected for.

danial software a/s