

ICES Recruitment Privacy Statement

Recruitment Privacy Statement

This privacy statement describes ICES's policy concerning the gathering and use of information provided by candidates applying to ICES vacancies.

Collection of Data

Candidates are asked to provide basic information relevant to potential employment with ICES. This basic information includes your name, email and postal addresses, telephone numbers, education, work history, etc. as well as banking information in the case of travel reimbursement. In addition, you will be asked to submit a CV and cover letter. Personal information collected by ICES will only be used for human resources and recruitment purposes. We will not share personal information with third parties without your permission. We do not collect any information about you without your knowledge.

Use of Data

By submitting your application, you agree that ICES may use the personal information you provide to:

- Contact you – either in response to a query or with correspondences, questionnaires, confirmations, and alerts pertaining to your job applications;
- Manage and process your job applications;
- Help provide you with recruitment information that is relevant to you based on your interests;
- Undertake statistical analysis.

Access and Release

At any time, you can request to know what personal data ICES has on record. Furthermore, at any time before the application deadline, you can add, modify, or delete your recruitment information by contacting applications@ices.dk.

Profile Deletion and Data Retention

Personal data submitted as part of an application, as well as a record of applications, will be retained in our system for up to two years after the latest application submission. Banking information will be retained for up to 10 years for auditing purposes. Candidates may request the withdrawal of their application and deletion of personal data at any time, however, this personal data may be kept on record for at least one year later for auditing purposes.

Security

Your personal information is protected by ICES IT systems and is only password accessible by key ICES staff members.

We do not sell or share any personally identifiable information volunteered during ICES recruitment to any third party without prior consent. Any information provided to ICES by candidates is kept with the utmost care and security, and will not be used in ways other than as set forth in this privacy policy, or in ways to which you have explicitly consented. ICES employs a range of techniques and security measures to protect the information maintained on our system from any loss, misuse, unauthorized access or disclosure, alteration, or destruction.

Notification of changes

Changes to this privacy policy will be posted at <http://ices.dk/explore-us/Jobs-in-ICES>