

Candidate Privacy Notice

WindowMaster International A/S | Version 1.0 | Effective: 01.06.2026

1. Who We Are

WindowMaster International A/S ("WindowMaster", "we", "us") is the data controller responsible for the personal data you submit as part of your application for employment.

Company	WindowMaster International A/S
Address	Skelstedet 13, 2950 Vedbæk, Denmark
Contact	job@windowmaster.com
Responsible	Head of People & Culture

2. What Personal Data We Collect

When you apply for a position with WindowMaster, we collect and process the personal data you provide, which may include:

- Full name, contact details (email, phone, address)
- CV, cover letter, and any supporting application materials
- Employment history and professional qualifications
- Educational background and certifications
- References and referee contact details (where provided)
- Interview notes and assessment outcomes

We ask that you do not include sensitive special category data (e.g. health information, religious beliefs, political opinions) in your application unless directly relevant and explicitly requested. If such data is included, we will process it only to the extent strictly necessary.

3. Legal Basis for Processing

We process your personal data on the following legal bases under the GDPR (and equivalent legislation where applicable):

Legal Basis	Purpose
Pre-contractual measures (Art. 6(1)(b) GDPR)	Evaluating your application and conducting recruitment activities
Legitimate interests (Art. 6(1)(f) GDPR)	Retaining data for up to 6 months after vacancy closure to handle legal claims or appeals
Consent (Art. 6(1)(a) GDPR)	Retaining your details in our talent pool for future relevant vacancies (optional - requires your explicit confirmation)

4. How We Use Your Data

Your personal data is used exclusively for recruitment purposes:

- Assessing your suitability for the advertised role
- Communicating with you throughout the recruitment process
- Verifying information you have provided
- Conducting interviews and assessments
- Making a hiring decision
- Complying with legal obligations

5. Who Has Access to Your Data

Access to your personal data is strictly limited to individuals with a documented role in the relevant recruitment process. This includes the Head of People & Culture and designated hiring managers for the specific vacancy.

We do not sell, rent, or otherwise transfer your personal data to third parties for commercial purposes. Where we engage external service providers (e.g. recruitment agencies or assessment tools) who process data on our behalf, we ensure appropriate data processing agreements are in place.

6. International Data Transfers

WindowMaster operates in multiple countries. Where your data is accessed by or shared with individuals outside the European Economic Area (EEA) — for example, hiring managers in the UK, Switzerland, or USA — we ensure appropriate safeguards are in place, including:

- Standard Contractual Clauses (SCCs) approved by the European Commission
- Adequacy decisions where applicable
- The EU-US Data Privacy Framework (for transfers to the USA)

Transfers to the UK are covered under the UK GDPR adequacy framework. Transfers to Switzerland are subject to the Swiss Federal Act on Data Protection (revDSG).

7. How Long We Keep Your Data

Scenario	Retention Period
Active candidates (all stages)	Duration of the recruitment process
Unsuccessful candidates	Up to 6 months after the vacancy is filled
Talent pool (with consent)	Up to 12 months from consent, subject to renewal

Deletion is performed manually by the Head of People & Culture. Data is deleted from all systems, including shared inboxes, at the end of the applicable retention period.

8. Your Rights

Depending on your location, you have the following rights in relation to your personal data:

- Right of access — to request a copy of the data we hold about you
- Right to rectification — to correct inaccurate or incomplete data
- Right to erasure — to request deletion of your data ('right to be forgotten')
- Right to restrict processing — to limit how we use your data
- Right to data portability — to receive your data in a structured, machine-readable format
- Right to object — to object to processing based on legitimate interests
- Right to withdraw consent — where processing is based on consent, you may withdraw at any time

To exercise any of these rights, please contact us at job@windowmaster.com with the subject line: 'Data Subject Request'. We will respond within 30 days.

9. Right to Lodge a Complaint

If you believe we have not handled your personal data in accordance with applicable legislation, you have the right to lodge a complaint with the relevant supervisory authority in your country of residence:

Country	Supervisory Authority
Denmark	Datatilsynet — www.datatilsynet.dk
Norway	Datatilsynet (NO) — www.datatilsynet.no
Germany	Federal/State Data Protection Authorities (BfDI / LfDI)
UK	Information Commissioner's Office (ICO) — www.ico.org.uk
Ireland	Data Protection Commission (DPC) — www.dataprotection.ie
Switzerland	Federal Data Protection and Information Commissioner (FDPIC) — www.edoeb.admin.ch
USA	No federal DPA — state laws apply (e.g. CCPA in California)

10. Changes to This Notice

We may update this Candidate Privacy Notice periodically. The current version will always be available on our careers page or upon request. Material changes will be communicated where reasonably practicable.