

Privacy Notice – JYSK’s use of personal employee data

As a responsible employer JYSK is committed to protecting the personal data of all JYSK employees. The purpose of this notice is to let you know how JYSK uses your personal data.

Who is responsible for the processing of your personal data?

The responsible data controller is the employer named in your employment contract.

Contact for questions related to the processing of your personal data: privacy@JYSK.com

For what purpose does JYSK process your data and on what legal basis?

For the purpose of fulfilling and managing your employment with JYSK, JYSK collects and uses your personal data. A further purpose of data processing is to check employee compliance with internal rules.

Legal basis for use of your personal data	Example
Collection and use of your personal data is necessary for the performance of your employment contract ¹ .	This would for instance be the case when JYSK uses your bank details in order to pay your salary.
Collection and use of your personal data is necessary for compliance with JYSK’s legal obligations ² .	This would for instance be the case, when JYSK is required to provide certain information to local tax authorities.
Collection and use of your personal data is necessary for JYSK’s pursue of legitimate interests related to your employment ³ .	This would for instance be the case when JYSK uses information about your professional skills to allocate relevant tasks.

The legitimate interests include namely

- ensuring security and error diagnostics for IT operations,
- internal audit/abuse control and risk management,
- corporate communication and branding,
- assertion of claims and defence against claims,
- change management and human resources development.

The purpose of CCTV surveillance is prevention and investigation of work related accidents, theft, fraud and burglary; the legal basis is the legitimate interest of JYSK to protect its property.

¹ Art. 6 (1) (b) of the EU General Data Protection Regulation

² Art. 6 (1) (c) of the EU General Data Protection Regulation

³ Art. 6 (1) (f) of the EU General Data Protection Regulation

In rare situations JYSK's collection and use of your personal data may be based on your express consent, e.g. the publication of photos on the internet. In these cases, you will have received specific information the collection and use of personal data covered by such consent.

Categories of personal data concerned

As part of your employment, you share and JYSK records personal data about you. This includes in particular data and documents related to

- administration of personnel,
- identity management,
- payroll, social security, taxes,
- working hours and absences,
- employee development interviews and feedback,
- trainings,
- disciplinary measures under labour law,
- work accidents,
- recordings of store alarm systems,
- CCTV recordings in stores and distribution centers,
- internal audits,
- use of cash register systems,
- staff purchases, use of fuel cards and company phones,
- use of the internet and e-mail,
- use of MYJYSK and other IT applications,
- ratings by customers,
- audio recordings of customer service conversations with customers.

Depending on the circumstances related to the specific position or applicable requirements under local law, JYSK may collect and use additional information. Such additional information may include information on work performance and potential or the results of various tests and assessments that you have taken when you joined JYSK or during your employment.

JYSK's collection and use of your personal data is necessary for JYSK to fulfil and manage your employment unless reference is made to the voluntary nature. Consequently, it may affect your employment with JYSK if you do not provide certain personal data.

Who has access to your personal data?

Within JYSK will have access to your data those departments that need it for the performance of the purposes mentioned above.

Service providers working on behalf of JYSK and committed to data protection may also have access to your data. These include e.g. platforms for recruiting and e-learning, external payroll processing, facilities security or provider of telecommunications and cloud services.

JYSK performs support and control functions at group level. JYSK in Denmark provides the technical and organisational resources for shared IT systems. Your personal data may be accessed by JYSK affiliates worldwide on a need to know basis.

A transfer of data to external recipients may take place in accordance with legal or contractual obligations, e.g.

- company doctors,

- social security institutions,
- pension fund providers,
- administrative bodies,
- CCTV security services.

Data transfer

For some software applications, personal data will be processed in countries outside the European Economic Area (EEA) or support will be provided from outside the EEA. In those cases where the adequate level of data protection is not ensured by an adequacy decision of the EU Commission for the corresponding country, JYSK bases the data processing on the standard contractual clauses issued by the EU Commission to ensure adequate data protection guarantees.

How long do we keep your data?

The retention period is depending on the purpose of storage. Important criteria are the duration of your employment, the applicable limitation period in the statute of limitation and the legal retention rules in commercial law and tax law.

Personal data will in most cases be kept by JYSK for a period of 5 years from the time that your employment with JYSK ends. However, some information may be kept for a shorter or longer period of time in accordance with the purpose for which your personal data were collected and the applicable local regulations.

CCTV recordings are deleted after a maximum period of 30 days.

Your rights

You have within the limits of the applicable law the right to request data access and rectification or erasure or restriction of processing.

As an employee you may at any time object to your personal data being collected and used by JYSK or withdraw any consent you may have given for JYSK to collect and use your personal data.

To exercise your rights, please contact the responsible department or JYSK's data protection manager. If you consider that JYSK's processing of personal data relating to you infringes legal regulations, you also have the right to lodge a complaint with the supervisory data protection authority of your place of work or of the place of the responsible data controller's registered offices (for Denmark the Datatilsynet).