

# Data Protection Policy of STV Production A/S

## Introduction

This English worded version of our Data Protection Policy ('Policy') is a translation of our official Policy worded in Danish. If any doubt occur as to which Policy applies, the official Policy worded in Danish takes precedence.

## 1. Generally

In our function as a TV producer, STV collects, processes, and stores personal data. As the data controller under the Data Protection Regulation, we are obliged to tell you what information we collect and how we process it. This is stated in this Policy, which obliges STV in its personal data processing towards you.

Our legal basis for this Data Protection Policy is Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

In addition, the Danish act on supplementary provisions to the EU Regulation on the protection of natural persons regarding the processing of personal data and on the free movement of such data (Act No. 502 of 23 May 2018) applies.

## 2. The purposes for our collection of your Personal Data

STV will only ask you for the personal information that is sufficient and necessary in relation to the purpose of obtaining the information. However, there is certain information we are required to obtain when you work with us.

In particular, we collect information for the following purposes:

- Entering into an agreement on employment or your commitment with STV in general
- Documentation of educational background, experience, etc.
- Payment of salary, fees, etc., including reporting to relevant tax authorities
- Other general HR purposes, including registration of illness, vacation, etc.

STV is careful to use only correct personal information which is not otherwise misleading. Therefore, we also update the personal information we have if we become aware that it is not up to date.

## 3. Why do we process your personal data?

When you obtain employment with STV or have a commitment with us in general, you enter into a contractual relationship with us. HR requirements oblige us to process certain personal data about you.

The Danish Bookkeeping Act (*bogføringsloven*) obliges us to be able to document certain salary conditions, including e.g., to keep accounts thereof for five years.

The Danish Tax Audit Act (*skattekontrolloven*) obliges us to be able to document certain tax matters, including income and tax reporting. During the reporting, we are also obliged to use your social security number.

#### **4. We process the following Personal Data about you**

In your employment or engagement with us in general, we collect the following personal data about you:

- Name, address, zip code, city, cell phone number, and email address

In your employment or engagement with us in general, we typically also collect the following personal data about you:

- Registration and account number, social security number and contact information of family members

In our function as a TV producer, we sometimes obtain pictures and video clips.

If we need to obtain information about your health, it is subject to the requirement of your consent.

Common to the above information is that it is information we have asked you to inform, either by telephone conversation or per. mail.

In extraordinary cases, STV obtains information about criminal records and child certificates from [virk.dk](http://virk.dk), but never without your consent.

#### **5. Sharing or transfer of your Personal Data**

When you enter into an employment agreement with us, this contract will contain your personal data, either in PDF or through ContractBook.

In accordance with our HR obligations, we pass on some of your personal data to our payroll systems Dataløn and Zenegy. We do this in order to fulfill our contractual obligations to you.

In addition, STV has service providers such as Acubiz, EY invoice, and E-economic which you as an employee use.

In addition to the above, we also share your personal data with the relevant tax authorities to the extent we are required to do so.

#### **6. Retention and erasure of your Personal Data**

Common to the personal data we process about you is that we only store them as long as they are relevant to STV. Unless otherwise required by law, STV will delete the personal data we store on its own.

#### **7. Your rights**

## **Your rights**

When STV processes your personal data, you have several rights:

### Right to insight

You have the right to be informed of what information STV processes about you.

### Right to rectification

You have the right to have incorrect information about yourself corrected.

### Right to delete

You may also have the right to have information about you deleted. Also before the time STV of its own motion deletes your information.

### Right to object

You have the right to object to an otherwise lawful treatment if special circumstances so require.

### Right to limitation

You have the right for STV to restrict or block the processing of information about you.

### Data portability

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to have this personal data transferred from STV to another data controller without hindrance.

To read more about your rights, you can read the Danish Data Protection Agency's guide on the data subjects' rights on [www.datatilsynet.dk](http://www.datatilsynet.dk).

## **8. Withdrawal of consent**

You can revoke his consent at any time when STV processes your personal data. To do this, contact us, cf. the section 'Contact details'.

The legality of the personal data processing that has taken place until the recall is received will not be affected.

## **9. Right of appeal to the Danish Data Protection Agency**

If you are dissatisfied with the way STV processes your personal data, you have the right to lodge a complaint with the Danish Data Protection Agency.

Information on how to complain can be found at [www.datatilsynet.dk](http://www.datatilsynet.dk).

## **10. Amendments and updates**

This is version 1.0 of STV's English worded Policy and is valid from October 17<sup>th</sup> 2021.

STV reserves the right to change this Policy if deemed necessary.

## **11. Contact details**

If you have any questions regarding our Policy, or the way we process your personal information, you can contact us using the following contact information:

STV Production A/S  
Strandlodsvej 44, 4.  
2300 København S  
+45 70 27 53 00  
CVR 29 30 56 68  
[kontakt@stv.dk](mailto:kontakt@stv.dk)