

## **CHARLIE'S ROOF'S PERSONAL DATA POLICY FOR COLLECTING DATA FOR THE USE OF UPHOLDING OUR AGREEMENTS WITH OUR CLIENTS**

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Charlie's Roof ApS (hereafter "we", "us", "ours") will treat your personal data in accordance with the personal data law

### **1. Purpose with and use of your personal data:**

1.1 We only use personal data provided by you, to us, in order to uphold the agreements with you (e.g. to secure an apartment on your behalf). This data will typically be:

- Contact info, email addresses, phone number, address, name of employer, title, age, nationality.
- Photo documentation (ID e.g. passport copy)

1.2 We can also receive personal data on you, from others that are involved in your case, such as your employer.

### **2. Use of your personal data**

2.1 The sole purpose of receiving personal data from you, is to provide you the service you have bought from us.

2.2 We only store relevant personal data on you, that can help us reach our common goal: to provide you the service you have bought.

### **3. Storing your personal data**

3.1 Your data is stored on servers within the EU and is therefore subject to the "persondataforordningen",

3.2 We are responsible for storing the data safely, so it will not become public or in the hands of people for whom your data is not relevant.

### **4. Sharing your personal data**

4.1 We share your personal data ONLY with those third parties who are helping us fulfil our obligations towards you (e.g. landlords with whom we are trying to secure a rental on your behalf). This is necessary for us to keep our agreement with you.

## **5. Deleting your personal data**

- 5.1 We only store your personal data for as long as it is necessary.
- 5.2 We will delete your data once we no longer need it and once we are certain we will no longer need it. It will be a maximum of 3 years. For some services such as e.g. move-in/move-out reports, storing data for the whole period of your rental is necessary and required in order to provide the service and can therefore mean that we will store your data for longer than 3 years.

## **6. Your rights**

- 6.1 You can – at any time – be told which data we have stored about you, by contacting your relocation agent.
- 6.2 You can – at any time – ask to have your personal data changed and or corrected.
- 6.3 If you want to complain about our handling of your personal data, this complaint can be made to: Datatilsynet, Borgergade 28, 1300 København K, tlf.: 33 19 32 00 or via e-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

## **7. Data responsible unit**

- 7.1 Your personal data is stored by:
- 7.1.1 Charlie's Roof ApS (att. Lars Steen Pedersen)  
T:+4561689780  
[lars@charliesroof.com](mailto:lars@charliesroof.com)