

Privacy Policy & Terms of Use

Tana Copenhagen is committed to protecting the privacy of all our individual partners and colleagues. The information we provide in this document is designed to help you understand how we use your information and the choices you have for protecting it.

Personal Data

a) Personal data that is collected

We collect and store information that you (hereinafter "Consultant") choose to provide us;

- When submitting your CV, you are voluntarily sharing personally identifiable information such as name, address, telephone numbers, email addresses, skype ID, Facebook ID, preferences for short or long term missions, availability, full curriculum vitae, contact history.
- Individuals working in partner organisations or with clients share personally identifiable information such as name, function, telephone numbers and email address, contact history.
- Consultants and for Individuals working in organisations, share financial details (incl. VAT) when financial transactions occur.

b) Purpose of use of the Personal data

Consultants share data with Tana with the purpose of being contracted on Tana's assignments and data on consultants are solely processed with the purpose of finding consultants employment opportunities on our contracts. Submitting your CV, via Tana's website or via personal email contact, leads to the creation of a profile in our CV-Database which will contain the information submitted by you. The data about Consultants can be made available to the organisations that Tana collaborates with, including organisations based outside the European Economic Area (EEA), as part of preparing proposals. Is your profile found to be qualified and suitable as part of a consultant team, your data will be shared with external clients only on proposals in which you have agreed to participate.

Financial details are not shared, but are only used by Tana admin staff.

Tana is not responsible for the privacy policies or practices of clients and partners to which we share Consultants CVs as part of proposals or contracting.

The data about Individuals working in organisations can be made available to the organisations and Tana's Consultants can contact them for cooperation opportunities, with the sole purpose of ensuring efficient contract management and communication.

Any financial data is only stored and processed for the purpose of

- performing financial transactions between Tana Copenhagen and the client/consultants, or
- respecting Danish legal obligations.

Tana does not provide any Personal data to third parties except if such disclosure is necessary in order to protect legitimate interests of Tana, its clients, or if it is required or permitted by law.

c) Duration the Personal Data is kept

Tana does not keep Personal data for longer than is necessary for the purposes for which it was collected and processed.

d) Confidentiality of the Personal data

Tana handles all Personal data in accordance with the terms of this Privacy Policy and the legal obligations applicable to the processing of Personal data.

Tana has adopted adequate measures to protect all the Personal data against accidental or unlawful destruction, loss, alteration, un-authorized disclosure of, or access to, Personal data transmitted, stored or otherwise processed.

Tana optimizes the security of the Personal data by i.a. using encryption, firewalls, password protections and limiting the access to the Personal data. However, the transmission of

information via the internet can never be completely secure and the provision of Personal data remains at one's own risk at all times.

If you have the impression that your Personal data is not adequately protected or if there are indications of abuse, please write at gdpr@tanacph.com.

e) User rights with regard to Personal data

Consultants, Individuals working in organisations and Clients have the right to:

- access their Personal data and to be informed about its use
- correct their Personal data
- have their Personal data deleted
- restrict the use of their Personal data
- ask for the portability of their Personal data.

To exercise any of the above-mentioned rights, an email to gdpr@tanacph.com should be sent.

Cookies

Tana is constantly seeking to improve the experience of interested parties. That is why, for certain sections of the website, cookies are used. The website may contain web beacons.

Liability

Tana may not be held legally responsible, either from an express or tacit obligation, towards the Consultant for any indirect or direct damages resulting from submission of personal CVs. The registered consultant hereby undertakes to regularly update its information.

The Consultant expressly acknowledges:

- That it is solely responsible for the accuracy of the information sent to Tana
- That Tana is free to share your data with relevant collaborators

Limitation of liability

The Consultant hereby acknowledges that Tana does not guarantee and is not liable for the contents of curriculum vitae of Consultants and profiles in the organisation database.

The Consultant is solely liable for the use it makes of the information provided by Tana. Tana is not liable for any transaction entered into between its Consultants and/or between its Consultants and a third party. Under no circumstances shall Tana be a party to such transactions.

Tana does not guarantee any minimum level of orders, income or results.

Contents of the Tana site

The Consultant or other persons accessing Tana's website acknowledges that the lay-out as well as any item appearing on the Tana website, in particular, but not limited to, the texts, data, projects, databases, graphics, images, designs, logos (hereinafter the "Contents"), are protected by copyright. Any reproduction, adaptation, translation, or public communication of the Contents, or any part thereof, is subject to the prior and written approval of Tana.

The Consultants or other persons accessing the website are not authorised, whether for commercial or purely complimentary means, to copy, reproduce, transmit, distribute or translate all or part of the Contents without the prior and written permission of Tana. The Consultant or other person may not use the Personal data available on the website for marketing purposes.

Tana may insert hypertext link in its pages. However, Tana is not responsible for the contents that appear on the sites of these third parties.

Applicable law

The Privacy Policy & Terms of Use of the Tana website, together with the different relations between Tana and Consultants are governed by the Danish law, independently of any other jurisdiction. The failure of Tana to exercise the rights granted herein does not mean that it waives its rights to enforce these rights. Should any dispute arise from this contractual relationship, the parties hereby undertake to seek a friendly settlement before going to court.