

VSK DANISH HAVE FOCUS ON PROTECTING THE PERSONAL INFORMATION WE HAVE ABOUT YOU

In this policy, we explain how we collect and use your information. This applies to the information we have about you, whether you are a citizen, a company, represented in an association, partner or employed at the language school.

The Privacy and Data Protection Policy also describes your options for objecting and getting corrected wrong information.

THE DATA RESPONSIBLE

The legal entity responsible for the processing of your personal data is:

Brøndby Kommune

Park Allé 160

2605 Brøndby

CVR: 65113015 email: brondby@brondby.dk

DATA PROTECTION ADVISOR

If you have any questions about our processing of your information, please contact our managerdata security at the language school by email sprogcenter@brondby.dk or telephone 43 28 35 00.

If you want to get in touch with Brøndby municipality's data protection adviser, please send an email to dpo@brondby.dk or telephone 43 28 28 28. Do you want to contact us by letter you can send it to Brøndby Kommune, Park Allé 160, 2605 Brøndby, att. The 'data protection adviser'.

WHAT IS PERSONAL INFORMATION?

Common personal information is information that can be used to identify you, such as your name, private address, telephone number, social security number, email address, etc. In very special cases, we also process so-called sensitive information e.g. information about your health.

THE PURPOSE AND THE LEGAL BASIS FOR PROCESSING YOUR INFORMATION

We collect and process information about you so that we can complete the agreed classes, in order to be able to live up to an agreement with you or to live up to demands from other authorities. The processing of data about you takes place in accordance with the relevant legislation in the area e.g., what data is needed depends on the type of course you attend. For example, if you attend The Danish Language Course we need information about your educational background in addition to name, address, social security number, etc. If you have classes as part of an activation process, can health information may be required.

We only collect the information necessary for the specific task we are to solve. The processing of your data takes place in accordance with one of the processing authorizations in "Persondataforordningens artikel 6 stk. 1, artikel 9.2 or in accordance with other legislation, for example the "Lov om Dansk for Voksne Udlændinge Regnskabsloven, Aktivloven, ect.

WHERE DO WE GET INFORMATION ABOUT YOU?

In most cases, you provide your information yourself, for example when you talk to one of our language counselors or on the language schools' website.

We register your information in a secure professional system. For the purpose of your case, we may need to obtain additional information from other authorities or joint registers. For example, we pick up from your municipality of residence or other language schools. You always have the right to know what information we collect about you.

WHO GETS ACCESS TO YOUR INFORMATION?

We pass on your information to other public authorities and data processors. Other public authorities can be your municipality of residence, other language centers, and companies as well as agencies and ministries. Data processors can be companies that operate IT systems on behalf of the municipality.

TRANSFER TO THIRD COUNTRIES

In certain cases, we transfer personal data to countries outside Denmark, the EU and the EEA. If we use data processors in third countries, we set extra high security requirements and have extra attention around data protection.

If we transfer information to countries outside the EU/EEA, we will always ensure that there are the necessary guarantees, which means that the country/countries or company is assessed by the EU Commission to be in general at an adequate level of protection either through legislation or through other measures.

If the country / countries or company has not been assessed as having sufficient adequacy level of protection, we will ensure that the necessary guarantees for the protection of personal data have been obtained by use of the European Commission's standard contracts.

HOW LONG DO WE STORE YOUR INFORMATION?

There are different guidelines for how long we store your information. We store your information as long as you attend classes, are enrolled in exams, or other case processing takes place. In addition, we save your data in order to be able to carry out statutory reporting to relevant public authorities.

When we no longer need your information, typically after 5 years, your information will be deleted, or they are transferred to the State Archives, cf. the Archives Act.

E-MAIL

If you want to write to the language school, we recommend that you use your “kursist nummer” rather than your cpr. number. Your “kursist nummer” appears on all letters you receive from the Language School.

Does your email contain sensitive or confidential information such as your social security number and information about your health we recommend that you use secure communication, for example via e-box.

Read more at brondby.dk/sikkermail.

POST TO THE LANGUAGE SCHOOL

If you send a physical letter to the language school, your inquiry will be forwarded to the appropriate person, who archives the document in a secure electronic case and document management system. The municipality's case and document management system contains incoming and outgoing documents as well as agendas, summaries and notes.

If you want to send electronic mail that contains sensitive or confidential information, you should send it as secure mail, for example via e-box. For security reasons, you may find that we may have deleted information in your inquiry when your email is answered or we respond via digital mail. This is in accordance with safety rules.

Read more at brondby.dk/sikkermail.