

Information on processing of your personal data

The purpose of the text below is to inform you of the school's processing of your personal data. The school is obliged to inform you of this in accordance with article 13 of the General Data Protection Regulation.

In order for the school to be able to fulfil its obligations in connection with your employment at the school, the school needs to process personal data about you. Within the meaning of the law, the school is controller in relation to the data processed by the school about you.

Personal data processed in pursuance of article 5 of the General Data Protection Regulation are relevant and necessary, in the specific situation, for the fulfilment of the purpose of the (data) processing. In some cases, this may be sensitive personal data. Personal data that are processed may include information about name, contact information, civic registration number, salary, education, work experience, bank information, absence due to illness and health information.

Your personal data will only be processed internally at the school or disclosed to external parties such as authorities if it is deemed necessary in connection with your employment at the school. In so far as we use data processors, transfer of your data to data processors in a third country will take place within the framework of the General Data Protection Regulation.

Your personal data will only be accessible to relevant, appointed persons at the school and will not be disclosed to others unless it is required under the legislation or similar regulations that are a prerequisite for employment.

Your personal data may be processed electronically and/or manually. This processing involves transfer, registration, storage, printing, blocking and erasure of data.

You may at any time ask the school to inform you of the data processed in connection with your employment at the school and you may at any time object to data processing and request restriction of data processing or erasure of data from the school's registers.

You may obtain access to and rectify registered personal data by contacting your immediate superior.

The school will retain necessary personal data for up to 5 years after your resignation.

However, data regarding salary and pension and the basis for these may be retained for up to 10 years if the school finds it relevant. Data regarding occupational injuries may be retained for up to 30 years if the school finds it relevant.

You are entitled to file a complaint about the processing of your personal data with the Danish Data Protection Agency.

Consent to processing of personal data

This consent is given to Sønderborg International School, which acts as controller.

By signing this document you give your consent for the school to process personal data about you in connection with and for use for your employment at the school.

The school will keep the signed consent form in your employee file.

My consent comprises:

Photos on the school's website:

Yes No Consent to upload portrait photos of you on the school's website.

Photos on social media:

Yes No Consent to upload portrait photos of you on the school's profiles on
 Facebook Instagram, _____

Other information:

Yes No Consent to upload _____
on the school's website _____

(insert information; for example private telephone number, private address or other specific requests by the school)

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Yes No Consent to process health information regarding allergies in connection with food.

Yes No Consent to process information regarding religious food.

Yes No Consent to store and process other personal data that are relevant and necessary for the school: _____

(insert relevant information such as religious food, personality test, criminal record etc. Such information must be restricted and should only be stored/processed in exceptional cases)

Withdrawal:

You are entitled to withdraw your consent at any time. Withdrawal of your consent - to all points or some of them - may take place by contacting your immediate superior.

The withdrawal is confirmed by the school handing over the original consent form. The school is entitled to retain a copy of the consent form withdrawn with signatures for withdrawal. Any new consent is given on a new form.

Place: _____ Date: _____

Name: _____

Signature: _____

Withdrawn on: _____

Signature: _____

School's signature: _____