

The School's Obligation to Provide Information in Connection with Collection of Personal Data

Sønderborg International School is established at the following address:

Agervang 14
DK-6400 Sønderborg

1. We are the data controller – how do you contact us?

We may be contacted on telephone number *+45 7443 0110* and on email address

mail@sischool.dk

The school's CVR number is 33350589

2. Purposes of and legal basis for processing your and your child's personal data

We process your data in order to fulfil our obligations as a school in accordance with Danish Act on independent schools and private primary and lower secondary schools etc. and associated rules. For example, we collect student and parent data in connection with a student's admission to the school in order to qualify for subsidy.

We also collect personal data on board members because it is a legal requirement and we use information on external cooperation partners in accordance with the contract we have concluded with these.

3. Category of personal data

We generally process solely ordinary data such as name, address etc. However, in a few cases we process a special category of personal data (sensitive data) such as health information on the child. This takes place after having obtained specific consent.

4. Recipients or category of recipients

As a main rule, only the school uses personal data on students and parents. The school has guidelines stating which personal data are used and in which situations an employee has access to personal data on students and parents. For example, as a main rule, only the head of the school has access to all data and the class teacher has only access to data on the child for whom the teacher is class teacher.

We also disclose data to the Ministry of Education and other public authorities when we are required to do so.

However, the school also uses external suppliers in connection with, for example, electronic processing of data (see link to our data processors). These external parties only process our personal data in accordance with the instructions included in a data processing agreement concluded by the school with the supplier.

5. Storage of personal data

The school stores personal data in accordance with the relevant guidelines (see link). We generally only store personal data when it is necessary to fulfil our obligations as a school. For example, as a main rule, we delete data on students and parents when the student leaves the school.

6. Right to withdraw consent

You are entitled to withdraw your consent at any time. You can do this by contacting us using the contact information stated in clause 1.

If you decide to withdraw your consent it does not affect the legality of our processing of your personal data on the basis of your previous consent and up to the time of withdrawal. If you withdraw your consent it only takes effect at that time.

7. Your rights

According to the data protection rules, a data subject has a number of rights with respect to the processing of personal data by the school.

To exercise your rights you must contact us.

- **Right to view data (right of access)**

You have a right of access to the data that we process about you and various other data.

The school may charge a fee for this work. This must be a reasonable fee in view of the administrative costs of providing the relevant data. On its website, the Danish Data Protection Agency states that a private data controller may charge DKK 10.00 for each page or start of page, but not more than DKK 200.00. ¹

- **Right to rectification**

You are entitled to have incorrect data about you rectified.

- **Right to erasure**

In special cases, you are entitled to erasure of data about you before the time of our ordinary general erasure.

- **Right to restriction of processing**

In certain cases, you are entitled to restriction of the processing of your data. If you are entitled to restriction of processing we may, in future, only process the data, except for storage, with your consent or for the establishment, exercise or defence of legal claims or to protect an individual or important public interest.

¹ <https://www.datatilsynet.dk/borger/mine-rettigheder/indsigt/>

- **Right to object**

In certain cases, you are entitled to object to or legal processing of your personal data. You may also object to the processing of your data for direct marketing.

- **Right to transmit**

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

You may find more information about your rights in the guidelines on the rights of data subjects issued by the Danish Data Protection Agency on www.datatilsynet.dk.

8. Complaint to the Danish Data Protection Agency

You are entitled to submit a complaint to the Danish Data Protection Agency if you are dissatisfied with the way in which we process your personal data. Contact information for the Danish Data Protection Agency is found on www.datatilsynet.dk.