

Information on processing of personal data on application for admission

Information concerning processing of personal data at Stenus Gymnasium

To process your application to Stenus Gymnasium we obtain personal information about you and your parents, cf article 6, section 1, and article 9, section 1 in the General Data Protection Regulation (GDPR)¹.

When Stenus Gymnasium processes your data, we have a strong focus on your data being processed securely and keeping your data from unauthorized persons.

The school needs to process personal data to comply with our regulatory tasks and to process your application for admission at Stenus Gymnasium.

In this document, you may find general information concerning where Stenus Gymnasium obtains your data and how long we keep your data on file.

If you have any questions about our processing of your personal data, you are welcome to contact our Data Protection Officer (DPO). You may also contact our DPO if you have a suspicion, that Stenus Gymnasium has violated confidentiality in handling your data or any another person's data.

What information do we obtain about you?

It will, in many instances, be necessary to obtain information about you when processing your application for admission. We strive to obtain as little personal data about you and your parents as possible, however still enabling us to process your application.

We process personal data required for us to comply with our legal obligations.² This information is:

- Basic information about you and you parents, i.e. name, address, phone number and email address
- Information about yourself that you have provided in your application. This includes information about your previous school activities, your personal statement from your application, your grades, any annexes containing statements and information regarding any special circumstances
- Ratings from your school counselor and results from your admissions test

¹ REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

² High School Legislation on Admission to High School and PRE-IB cf. Bekendtgørelse nr. 1491 af 13/12/2018

This implies that your contact information (name, address, phone number, email address) may be used to contact you in this regard. It will always be voluntary for you to participate.

To ensure that the information given in your application is correct, we cross-reference with the Danish CPR office*.

*: Only possible for Danish students or foreign students with a Danish CPR-number.

Where do we obtain information about you?

We can obtain some information from public authorities or shared registers, but we ask you to disclose other information for your file at Stenus Gymnasium.

You always have the right to know where we obtain information about you in connection with the processing of your application at Stenus Gymnasium. The relevant department must disclose this to you in connection with the processing of your application.

How do we share your personal data?

The employees of Stenus Gymnasium are subject to the duty of non-disclosure regarding your information and may not, without justification, pass on or hand over information they have gained knowledge of in connection with their job. Stenus Gymnasium only passes on information to the extent we are entitled to or obliged to in accordance with legislation or when we have been given specific consent to do so.

The collection and processing of personal data about you and your parents is confidential and is only carried out by specially trusted employees at Stenus Gymnasium. All general information regarding your application is sent through a non-secure homepage and we therefore kindly ask you to bring any sensitive information with you to our first admissions interview.

For Danish students who are not accepted to Stenus Gymnasium because there are more applicants to Stenus Gymnasium than we have room for, we will send the necessary personal information about our applicants to the allocation committee (fordelingsudvalget) in region Zealand / the capital with the purpose of identifying the most distant candidates from Stenus Gymnasium, who must therefore be transferred to admission to another high school cf., § 25, stk. 3.

If the allocation committee (fordelingsudvalget) assesses that you cannot be admitted to Stenus Gymnasium and therefore must be referred to another high school, we will forward your application to the assigned high school.

If you have been to an entrance examination through Stenus Gymnasium because your school counselor has assessed that you are not ready for secondary education, we will send the result of your admissions exam to the school counselor with the purpose of reassessing your educational plan.

In which circumstances do we pass on your personal data outside of the EU/EEC?

As a rule, Stenhus Gymnasium does not pass on your personal data to a third country, including foreign authorities or international organizations outside of the EU/EEC unless a party to the case has association to the country.

For how long do we keep your personal data on file?

When we process personal information about you and keep it on file in connection with our work, we follow the relevant guidelines for how long we may keep your information. The individual field dictates how long the information may be kept.

In some cases, we are obliged to keep your information for future use. In these cases, the information is transferred to an archive.

Stenhus Gymnasium deletes all information when the duty of custody expires, and any archiving requirement is met. When the information is archived or deleted, Stenhus Gymnasium no longer has access to it.

We keep your personal information for as long as it is required for our documentation of your admission.

If you are not admitted to Stenhus Gymnasium, your personal data will be deleted by the end of the school year in which you applied for admission. For Danish students you may, for future reference, find your application at optagelse.dk

If you are admitted, we will store the information from the admissions procedure for up to three years after you graduate from Stenhus Gymnasium. We also store personal information concerning your parents if you are admitted. This information is basic information and contact info.

When and how do we use automated decisions?

Stenhus Gymnasium does not use automated decisions.

What are your rights?

In general, you have the following rights according to the General Data Protection Regulation (GDPR):

- *Right of access:* You have the right to request access to your personal data, cf. **article 15**
- *Right of rectification:* You have the right of having incorrect personal data about you rectified or adjusted, cf. **article 16**
- *Right to erasure:* You have the right to have personal data erased if it is no longer required to fulfill the purpose for which it was obtained or processed cf. **article 17**
- *Right to restriction of processing:* You have the right to achieve restriction of the processing of your personal data if there are any special reasons for this, cf. **article 18**

- *Direct marketing:* You have an unconditional right to oppose the processing of your personal data for use in direct marketing - **article 21, item 2**
- *Right to objection:* You have the right to object against the processing of your personal data and to request restricted processing of your personal data, if your interests in not processing your personal data precedes legitimate interests of Stenhus Gymnasium in being able to do the processing, cf. **article 21**
- *Withdrawal of consent:* If the processing of your personal data is based on your consent, at all times do you have the right to withdraw your consent. Your withdrawal will not affect the legality of any processing of your personal data that has been performed before you withdrew your consent - **article 7, item 3** regarding conditions for consent
- *Data portability:* You have the right to receive your personal data in a structured, commonly used and machine-readable format - **article 20**

There may be conditions and restrictions associated with the above rights and they depend on the specific circumstances that apply in connection with the processing of data. For example, you will typically not be able to have information deleted from your file at Stenhus Gymnasium while you are a student, because the information may be of importance to your future dealings, if any.

What is the task of the Data Protection Officer (DPO)?

The task of the DPO is to support Stenhus Gymnasium in complying with the rules of the GDPR. Furthermore, the DPO provides the management and employees of Stenhus Gymnasium with advice and guidance regarding the requirements for secure handling of personal data in accordance with the Data Protection legislation.

What can the Data Protection Officer (DPO) not assist with?

The DPO cannot assist with the professional case processing or the decisions made by the specialist areas.

- The Data Protection Officer cannot provide guidance about rules or practice in the specialist areas.
- The Data Protection Officer cannot decide whether an error has been made in connection with the case processing
- The Data Protection Officer cannot change a decision made by Stenhus Gymnasium.
- The Data Protection Officer cannot assist with formulating appeals to relevant appeal agencies about Stenhus Gymnasium.

How to use your rights

Data Controller

Stenhus Gymnasium is the data controller in relation to the processing of your personal data as described above. Contact information the data controller Peter Fink at tel: +59 40 09 56 og e-mail: fi@stenhus-gym.dk

Data Protection Officer (DPO)

If you (or your parents) have any questions or wish to exercise one of your rights, contact our DPO at dpo@stenhus-gym.dk or phone +45 59 40 09 41, and state which right you want to exercise and why. We will then investigate whether your rights can be exercised. If we do not agree with you, you will have the opportunity to comment before we make a final decision on whether your rights can be exercised.

NB: Foreign students may call IB Coordinator Paul Bjergfelt: tel. +45 59 40 09 35 og e-mail pb@stenhus-gym.dk

How can you submit an appeal?

The processing of personal data by Stenhus Gymnasium may always be appealed to the Danish Data Protection Agency. For further information see below.

The Danish Data Protection Agency (Datatilsynet)
Borgergade 28, 5th floor
DK-1300 Copenhagen K

Phone: +45 33 19 32 00

Email: dt@datatilsynet.dk

Read more at <https://www.datatilsynet.dk/english/contact-us/>