

## PROCESSING OF PERSONAL DATA AT KOLDING SCHOOL OF DESIGN

When you apply for and are admitted to one of Kolding School of Design's programs, register for one of Kolding School of Design's courses or are starting as an employee at the Kolding School of Design there will be an ongoing electronic processing of information about you. As a higher education institution, Design School Kolding primarily processes information about you in connection with study and education administration, but there may also be processing in connection with extracurricular activities, such as volunteer work, for Design School Kolding and involvement in research collaboration. This information description tells you how we process your data.

Information about you is processed in accordance with the General Data Protection Regulation, which is EU legislation on the protection of your data in connection with processing, and which gives you a number of rights when personal data about you is processed electronically. Among other things, you have the right to be informed of what information Design School Kolding has collected about you in connection with your education or course, you can ask for any incorrect information to be corrected, and, in rare cases, you have the right to have information deleted.

The General Data Protection Regulation also imposes a number of obligations on Design School Kolding. When information is collected about you at Design School Kolding, Design School Kolding must provide you with information about it or the purposes of the processing for which the information is to be used. You must also have all information necessary for you to safeguard your interests, including, for example, your right to correct, delete and restrict information and to be made aware of information about you at Design School Kolding. That is why you have received this letter.

Design School Kolding is the data controller for the data that you have submitted, and that Design School Kolding has collected about you in connection with your education or course activity at Design School Kolding and ensures that your personal data is processed in accordance with the law.

### **Processing of your personal data**

The purpose of processing information about you as a student or course participant is that it is necessary for Design School Kolding to be able to live up to its obligations under current Danish legislation.

When you apply for admission to one or more of Design School Kolding's programs or enroll in one or more of Design School Kolding's courses, a digital study folder will be created. Here we register, among other things, your name, address, CPR number, telephone number and e-mail address, qualifications for admission, any documentation of previous education as well as your education or course and other relevant information in connection with this. For master's students, passport information and any payment information are also registered.

If your information changes, we will correct it when we know of the changes. On your case, we will also save your

application for admission and the appendices you have attached to your application. We also process information about you in connection with access to Design School Kolding's building, your use of Design School Kolding's systems, the use of Design School Kolding's library and in connection with initiatives that can improve your study environment.

During your time at Design School Kolding, we will register additional documents and information on your case when it is necessary for Design School Kolding's administration. This applies, for example, to documents and information in connection with internships and stays abroad, decisions in cases concerning you, etc.

Design School Kolding automatically logs access from your devices, including your computer and phone, to Design School Kolding's Wi-Fi. This is only used in case of suspected attempts to hack into the school's accounts.

Design School Kolding may need to process additional information about you during your internship at Design School Kolding. This happens, for example, in connection with student satisfaction surveys, extracurricular activities, volunteer work for Design School Kolding, etc.

## **Disclosure of information about you**

It may be necessary to disclose information about you to internship institutions and companies in connection with internships as part of your education, to other educational institutions in connection with, for example, exchanges, and to other authorities or sponsors in connection with the financing of course activities or in connection with the awarding of scholarships and awarding prizes. In this connection, information may also be disclosed to third countries in connection with any stays abroad during your education or course.

## **Technical and organizational security measures**

When personal data about you is processed, both in the legislation and internally at Design School Kolding, there is a requirement that this is done in a responsible manner. Design School Kolding gives high priority to security and will therefore, as responsible for personal data, ensure that appropriate measures are implemented to maintain a high level of security and to counter the risks associated with processing personal data.

## **Your rights in relation to Design School Kolding's processing of personal data**

Design School Kolding will inform you about what information about you will be processed as part of your education or course. You also have the right to ensure that the personal data that Design School Kolding processes about you is always correct. You can therefore at any time request that incorrect information about you be corrected or, in rare cases, deleted.

## **Processing and storage of information about you after completion or discontinuation of the study**

When you complete or discontinue your study or course, you will be registered as finished in the study administration systems. Your study folder will be closed in our case management system and your case will be restricted from access. The information is also transferred to the National Archives at regular intervals. In addition, Design School Kolding is

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obliged to keep information about you that can lead to the re-issuance of a diploma for 30 years if you have completed an education or for 5 years if you have completed a course.

If you have questions about or are not satisfied with Design School Kolding's processing of your information, please contact us for clarification of what you find problematic about Design School Kolding's processing.

**Contact:**

Design School Kolding

Ågade 10

6000 Kolding

Tlf. +45 76 30 11 00

Email:

For undergraduate and graduate students: [uddannelsen@dskd.dk](mailto:uddannelsen@dskd.dk)

For continuing education students: [efteruddannelse@dskd.dk](mailto:efteruddannelse@dskd.dk)

If you wish to complain about Design School Kolding's processing of information about you, the complaint must be sent to:

The Norwegian Data Protection Authority

Borgergade 28.5

11300 Copenhagen K

Tlf.nr.: 3319 3200

E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)