How We Process Your Personal Data

This information applies to your application to study at Dania Academy (hereafter Dania) and, your period of study. Dania is responsible for your personal data.

If you are experiencing any problems in connection with our processing of your personal data, you may contact us via e-mail at persondata@eadania.dk. If you become aware of a breach of data security concerning personal data, please report it immediately, using this formula.

The Data Protection Officer (DPO) at Dania is Anne Lene Pugholm. The DPO's task is to oversee that Dania's processing of personal data is in accordance with the rules regulating this area.
The DPO can be reached by phone: +45 7229 1043 or by e-mail: DPO@eadania.dk

Please be aware that in our communication with you, we do not only use regular e-mails, but also the Danish e-boks system. It is therefore crucial that you check both frequently. If you are admitted to one of Dania's study programs, we will create a student mail account for you, and Dania will only write to you using this account or e-boks.

Personal Data Contained in the Application - All applicants
Your application with supporting documents will be kept in an administrative system approved for safe data processing. The material will not be deleted.

We will use your information when assessing whether you can be admitted to the study programme.

Your information will be used in anonymous form for statistical purposes such as the compilation of summaries of students' educational background, age, average mark, completion percentages, etc.

The Personal Data Contained in the Application - Applicants who are Admitted to a Programme
If you are admitted to a programme, the information will furthermore be used to administer the course of study.
Dania will use as well as pass on personal data to third parties for the purpose of respecting their right to obtain this information. This could be information to your municipality of residence regarding sick leave or information to the Danish Agency for Institutions and Educational Grants to be used for the allocation of student grants.

Your information will be used in the event that Dania makes you eligible for a scholarship from a scholarship provider.

In some cases, Dania will use your private address to form study groups.

Your information will be used to obtain your UNI-Login, which will be your username for IT systems at Dania such as wireless networks, Dania e-mail, learning portals, printers, Dania mobile app, etc. Your UNI-Login will be passed on to praktikportalen.dk, so that you can become a registered user. As a user, you can view and get in touch with possible internship companies.

For students at Dania's Campus in Viborg, information will be passed on to VIA University College so that you can obtain an access card to the buildings outside normal hours.

In some study programs, we register students' absence/presence according to the rules of the individual program.
Personal Data During Your Studies
Photos

The profile picture submitted/uploaded or taken at the start of your study will be filed in the student administrative systems for internal use such as a photomontage of the class.

For marketing purposes, photos taken during teaching or on campus may be used in leaflets or on our website. You have the right at any time to request that photos featuring you must not be published.

When you graduate, photos may be taken. These graduation photos may be published in print and/or digital media and displayed on campus. You can choose not to participate in the graduation photo.

If we need close-ups of you, you will be contacted in order to obtain your consent.

Personality tests for educational purposes
Where personality tests are included in the study programme, we will use the test results in class without prior consent from the individual student. A student may, however, ask the lecturer for an exemption at the beginning of the course of study.

Immediately after completion of the course of study, the lecturer will make sure to delete the test results.

Projects/assignments
The projects and assignments that you hand in during the course of your studies will be stored in the student administrative systems.

If someone would like to use your project or assignment for educational purposes, they will contact you in order to obtain your consent to do so. The project/assignment will always be anonymous.

Projects/assignments are stored permanently in Urkund, a system for handling plagiarism.

Marks
Marks are stored in the student administrative system for 30 years after completion of the study programme.

Case record of your study programme – "Student record"
Dania will create a personal student record. The purpose of the record is to store and document matters related to your study such as documents of relevance for student grants, absenteeism, complaints and warnings. Correspondence with you regarding the same topics will also be stored in this system.

We will delete the material 5 years after you have completed your studies.

Deadlines for deletion
In relation to pending complaints, the deadline for deletion will be extended until the case has been closed.

Personal Data after Graduation
Dania may be obliged to generate statistics on students' employment situation. Therefore, we may e-mail you after your graduation to ask you to participate in a survey.

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Automated Profiling

Personal data could be used when generating automatic profiles for the purpose of automated decision-making in connection with your study. Your data will, however, not be used to generate such automatic profiles or decisions.

Rights

You have a number of rights which you can assert upon request. To do so, you must contact your study administration office.

1.	Right of access	You can ask for access to your personal data. If you do so, you will be informed of what you are entitled to get access to.
2.	Right to rectification	You have the right to have inaccurate personal data rectified.
3.	Right to erasure	You have the right to have personal data erased which is no longer required to fulfil the purpose of storing or if such data is processed illegally. If your personal data is used anonymously for statistical or scientific purposes, you have the right to be erased from these databases if you can contribute with additional information to identify you in such databases.
4.	Right to restriction of processing	You have the right to request that the processing of your personal information should be restricted to what is absolutely necessary.
5.	Notification obligation regarding third parties	If you request that the information in relation to #2 and #3 should be erased or rectified, Dania will pass this information on to third party which Dania has given this information to so they can erase and rectify the information. Upon such a request, you have the right to be informed of who the third parties may be.
6.	Right to object	You may object to the processing of your personal data, if: - you believe the data to be processed illegally - you, due to personal reasons, do not wish personal data to be processed, and if such personal reasons carry greater weight than Dania's purpose of data processing
7.	Optional filing of a complaint with the Danish Data	You may file a complaint with the Danish Data Protection Agency if you believe Dania to be illegally processing your personal data.

Protection
Agency

Statutory Authority
This data contains information which Dania is under an obligation to pass on to coming and existing students with reference to the rules and regulations of the EU General Data Protection Regulation and the Danish Data Protection Act.

Please refer to:
- The Danish Data Protection Act, section 6 (until May 25, 2018)
- The EU General Data Protection Regulation, articles 6 and 9 (from May 25, 2018)
- Chapter 3 of the EU General Data Protection Regulation with respect to your rights (from May 25, 2018)
- The Act on Academies of professional higher education

This letter was revised on 27.02.2019

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