



*To Parents*

## **Processing of personal data – GDPR – orientation and request for consent**

The Data Protection Regulation came into force on May 25, 2018. On that occasion, we are sending you this message to inform you that we have obtained, received, and processed personal data from you, about you and your child/children.

Moreover, we request consent for the processing of sensitive information etc., cf. the attached consent form that should be printed out, signed and returned.

According to the Data Protection Regulation article 13 and 14, we are required to give you a number of information when we request, receive and process information concerning you and your child/children.

The information we are required to give are as follows:

1. We are responsible for the information – how do you contact us?
2. The objectives and legal basis for processing your personal data
3. Categories of personal data
4. Recipients or categories of recipients
5. Transfer of data to third countries, including international organizations
6. Where your personal data derives from
7. Storing of your personal data
8. The right to recind consent
9. Your rights
10. Complain to the Data Inspectorate

In the attached **appendix 1** you will find further elaboration concerning the information we are required to give you.

If you have any questions, please contact us.

Kind regards,

Rygaards School



## Appendix 1 – information regarding processing of your personal data etc.

### 1. *We are responsible for the data – how do you contact us?*

CFO Peter Knub is the contact person regarding questions about how Rygaards School processes your and your child/children's personal data.

You can reach him via email: [admin@rygaards.com](mailto:admin@rygaards.com)

### 2. *The purpose of and the legal basis for the processing of your personal data*

We process your personal data with the purpose of

- considering a possible acceptance to Rygaards School
- teach your child/children in accordance with the school's statutory purpose
- charge tuition etc. in accordance with the agreement made between you and the school
- apply for and receive state funding (calculated on the basis of number of students)

The data protection regulation, article 6, piece 1, point C, gives the school the right to process personale information, as long as it is done in order to fulfill an agreement or otherwise pursue a legitimate interest.

Your child's cpr. number is obtained because it is necessary in order to determine if there is a basis for state funding. That is why this data may be obtained pursuant to the data protection regulation, article 6, piece 1, point C.

To the extent that we process personal information (about health, disability or religious conviction) we request your written consent (see enclosed declaration).

### 3. *Categories of personal information*

We process the following categories of personal information regarding you and your child/children:

- Identification information, including cpr. number of students
- Nationality
- Contact information for parents
- Information about the student's grade
- Grade point average and test results
- Photos for the school's website, Facebook page and ParentIntra



- Whether or not the student is Catholic (for religious instruction purposes) – requires consent
- Whether or not the student is enrolled in the SFO
- School fees agreement/subscription (not account number)
- Deposit statement
- Student history (how long the student has attended the school)
- Leaving certificate
- Information about the student's results in the admissions test
- The student's possible drug consumption – requires consent
- Any possible allergies that the student may have – requires consent
- Summary of parent conferences
- Registration papers/School fees agreement/Consent
- Application form
- Reports from previous schools – requires consent

#### **Physical folder in the medical cabinet in the office – requires consent**

If the student has a special health condition that requires medicine to be kept on hand at the school, we have a physical folder in the medical cabinet in the office with a description of the disease, the symptoms and the course of action (including the student's name, photo, and contact information for the parents). For example with diabetes, nut allergies (Epi pen). There can also be cases of students having for example an epileptic seizure where no medicine is required, but where knowing a course of action would be available in the folder is helpful. In cases with students who can have life altering reactions (for example Epi pen) there is information about those students' names, photos and course of action in the closest staff room.

#### *4. Recipients or categories of recipients*

We forward your child's/children's personal information (name and cpr. number) to the Ministry of Education, to the extent that we are required to by law.

#### *5. Transfer of information to recipients in third countries, including international organizations*

We do not transfer your child's/children's personal information to recipients outside of the EU and EEA.

#### *6. Where your personal information comes from*

We use the information that you provide us with. Moreover, we gather information from national registers and – with your consent – statements from previous schools to use when deciding on admissions.



### *7. Storing your personal information*

We store your personal information and that of your child/children for 10 years after your child/children leave Rygaards School. After 10 years, the information is deleted.

We store your personal information in order to document that we have acted correctly.

Furthermore, we request your consent that the information is stored, for the purpose of writing a statement about your child's/children's stance and other activities while at Rygaards School.

We have adopted a security policy regarding your personal information, in order to avoid data breach and to ensure only the relevant people have access to the information.

### *8. The right to recind consent*

You are at any time entitled to recind your consent. You do so by contacting us.

### *9. Your rights*

The Data Protection Regulation gives you a series of rights regarding how we process your personal information.

If you wish to use any of these rights, please contact us.

#### Right to see information (right of access)

You have right of access to the personal information that we process, as well as a number of additional information.



### Right to rectification (correction)

You have the right to correct any incorrect information about yourself.

### Right to delete

In special cases you have the right to have your personal information deleted before our normal expiration date of 10 years after leaving the school.

### Right to limitation of treatment

In special cases you have the right to limit the scope of treatment of your personal information.

If you are entitled to limited treatment, in future, we may only process the information - except for storing - with your consent or for the purpose of determining, enforcing or defending legal claims, or for protecting a person or important public interests.

### Right to objection

In some cases, you may object to our otherwise legitimate processing of your personal information. You can also object to processing your information for direct marketing.

### Right to transmit information (data portability)

You may, in certain cases, have the right to receive your personal information in a structured, commonly used and machine-readable format and to transfer such personal data from one data controller to another without any hindrance.

You can read more about your rights in the Data Inspectorate's guide on the rights of data subjects, which you will find at [www.datatilsynet.dk](http://www.datatilsynet.dk).



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## 10. Complaint to the Data Inspectorate

You are entitled to file a complaint with the Data Inspectorate if you are unhappy with the way we treat your personal information. You will find the Data Inspectorate's contact information at [www.datatilsynet.dk](http://www.datatilsynet.dk).