

Information from ISB regarding collection and use of personal data

1. We are responsible for protecting your data. Questions or concerns can be sent to:

26 31 78 00

info@isbillund.com

The school's CVR number is 34 76 33 56

2. **Purpose and legal basis for handling data**

We collect and handle personal information to fulfill our obligations as a school, according to the laws and regulations governing private schools in Denmark. For example, we collect data on students and parents as part of the admissions process in order to apply for state subsidies. We collect information about members of the School Board, as required by law, and we collect information about external collaborators in accordance with the specific contracts we have with them.

3. **Categories of personal data**

Overall we handle common information such as CPR number, name, address, phone number, etc. However, in some cases we handle a special category of sensitive personal data such as health-related information about a child. In these cases, we will obtain specific consent from you, the parents.

4. **Recipients**

As a starting point, it is the school, alone, that uses any personal data we have collected about students or parents. The school has guidelines as to what type of data is collected and used, and by whom. For example, select members of Administration have access to various types of data about all students, while teachers' access is generally limited to their own students.

We pass on information to the Ministry of Education and other public authorities when we are obliged to, according to law.

The school uses external suppliers when it comes to, for example, electronic handling of data. This includes [ManageBac](#), [IST](#) (Tabulex) and [Jansson Communications](#). These partners handle our data according to the contracts we have established with them. All are compliant, in their own right, with rules governing data handling.

On our application and re-enrolment forms we ask for a few, additional and specific consents from parents: to share contact information with other parents and the school health practitioner, to use images and video of students internally and externally, to share critical health information with teachers. These permissions can be changed at any time.

5. Storing personal data

ISB stores personal data according to guideline. Generally, we only keep personal data as long as it is necessary to fulfill our obligations as a school. We do maintain a digital archive, on ManageBac, of alumni and withdrawn students for the purpose of supplying parents with past reports, etc. A family may be permanently deleted from this archive upon request (see 6).

6. The right to withdraw a consent

You are able to withdraw consent at any time by contacting us at the phone number or email address above. If you choose to withdraw your consent, however, it does not change the legality of our handling of your data up to the point that consent is withdrawn. Please note, again, that we must have access to certain forms of data in order to fulfill our role as a school in Denmark (section 2).

7. Your rights

According to data protection rules, the registered person has a number of rights regarding ISB's handling of personal data. Should you wish to activate these rights, please contact Tine Froberg using the contact information found in section 1.

- **The right to see information** (right of access)

You have the right to see the information we have collected regarding you and your child.

ISB will charge DKK 10 for each page, though not exceeding DKK 200, for this work.

- **The right to correction**

It is your right to have information corrected, if it is wrong.

- **The right to deletion**

In special cases it is your right to have information deleted.

- **The right to limited handling**

In certain cases it is your right to limit the handling of your data. In these cases, we may only handle information—aside from storing it—with your consent or with intent of fulfilling legal requirements or to protect a person or the social interest.

- **The right to object**

In certain cases it is your right to object to our legal handling of your personal data. You can also object to using your data for purposes of direct marketing.

- **The right to transmit**

In certain cases it is your right to receive your personal data in a structured and machine-readable format, as well as have these personal data transferred from one data-responsible party to another without hindrance.

You can read more about your rights in the guide from Datatilsyn (Data Protection Authority). Find it at www.datatilsynet.dk

8. Complaining to Datatilsyn

It is your right to file a complaint with Datatilsyn if you are dissatisfied with the way we handle your personal data. Find the contact info at www.datatilsynet.dk