

EXTERNAL PERSONAL DATA POLICY

We take the protection of your personal data seriously

It is important to us that you feel comfortable with how we process your personal data. This is why we have a personal data policy to explain how we process your data responsibly and with respect for your privacy.

This applies to processing the personal data of students, employees, vendors or partners.

In order to best protect your personal data, we regularly assess the risk that processing your personal data poses to your ability to control your own data.

Contact information

Zealand is the data controller for processing your personal data and we ensure that the processing of data is in accordance with legislation.

Zealand - Academy of Technologies and Business Lyngvej 21 4600 Køge Tel. no.: +45 50 76 26 00
Email: zealand@zealand.dk Website: zealand.dk/Zealand.com CVR.: 31661471

Data protection officer (DPO)

Zealand's data protection officer (DPO) advises employees and students on matters regarding data protection legislation and regulations. The DPO can be contacted via the information below:

Data protection officer: Mie Holm Jørgensen Department: HR & PAY Tel. no.: +45 50 76 26 33 Email: dpo@zealand.dk

The purpose of data processing

We collect and process your personal data to assess and respond to your enquiry, to plan your studies and to run Zealand. This enables us to:

- provide you with the best student service
- administer, plan and develop our programmes and activities
- operate our education institutions effectively and to a high standard
- administer and develop our websites and digital platforms

If you have chosen to receive newsletters, other information from us or if you participated in a competition, we process your personal data in accordance with the consent you provided.

Information stored about your use of our website and digital platforms is used to better understand you and the other users of the website. The information can be used for e.g. surveys and analyses aimed at improving our education programmes and services.

The type of personal data we process

We process your personal data in order to improve our education institution, ensure a high standard in our education programmes and study activities, and to improve our services to students, teachers, vendors or partners.

The data we process contains general personal information:

- Contact information, including name, address, phone number, email
- Personal information such as gender, age, date of birth, nationality, family, marital status, interests and photos
- CV information on your education and employment, job and language references
- Employment information including salary, absenteeism, leave of absence, performance history and scores
- Study related information such as student ID number, field of study, absenteeism and examination results
- Financial information including your NemKonto (Easy Account) number and credit card number
- IP and MAC addresses
- Location data showing where you are on the Zealand campus

We also use your CPR-number when it is necessary to positively identify you. We may need to register passport numbers in some cases.

In exceptional circumstances, we may need to process sensitive personal information. Particularly in situations where a student requires additional time to complete an exam or an employee needs special working arrangements. In rare cases, we may need to know about criminal offences. Sensitive personal data includes:

- Health data, including information on illnesses and disabilities
- Judicial records and data on criminal offences

We may need to compare your data with the data we receive from other actors. If the comparison risks revealing your identity and information of a personal or sensitive nature, we will obtain your consent prior to processing the data.

Prior to comparing the data, we will assess whether processing the data may constitute a risk to your privacy protection. If this is the case, we will inform you of the data processing and its purpose and ask for your consent to continue processing the data.

We only process relevant and necessary personal data

We only process the personal data that is relevant and adequate for the purposes described above. All the other data collected is also necessary to meet these purposes.

In some cases, specific legislation determines what type of personal data should be collected and stored. The type and extent of personal data we process may be due to the requirements stipulated in a contract or other legal obligation.

In other cases, we will obtain your consent prior to processing your personal data. For example, if you sign up for our newsletter or if we need to disclose your data to our cooperation partners such as educational institution abroad.

Correct and updated data

We will ensure that your personal data is not incorrect or misleading. We regularly check your basic data in the Danish Civil Registration System, but because our service is dependent on your data being correct and up-to-date, we ask that you inform us of any changes to your data. You can use the contact information above to notify us of any changes.

Storage of your personal data

We only store your personal data as long as is relevant for the purposes to which we collected the data. The storage period is sometimes limited by law. In other cases, we will make a concrete assessment of how long we need to store your data.

Security of processing

We have agreed upon internal rules for information security to protect your personal data from being destroyed, lost or changed, as well as to protect your personal data from unauthorised disclosure and from unauthorised persons gaining access to it or obtaining knowledge about it.

We have set up procedures for granting right of access to employees who process personal data and sensitive personal data. We check their access using logins and supervision. We back-up our dataset regularly to avoid any loss of data. We also protect the confidentiality and authenticity of your data by using encryption when necessary.

In the event of security breaches presenting a high personal risk for you, we will inform you about the security breach as soon as possible.

Your rights as a data subject

You are entitled to be informed about the personal data that we process about you, and you are entitled to have access to your personal data. Should the data about you that we process turn out to be incorrect or misleading, you can ask to have your data rectified or deleted, or you can ask for the restriction of processing of your personal data. You can object to the processing of your data at any time, and you can ask to have your data transferred to you or a third party.

If you wish to exercise your personal data rights, contact our DPO at dpo@zealand.dk.

Please see page 1 for additional contact information.

Right to lodge a complaint

You have the right to lodge a complaint against the processing of your personal data by Zealand. Send your complaint to dpo@easj.dk. We will process and respond to your complaint as quickly as possible. You also have the option to complain directly to the Danish Data Protection Agency at dt@datatilsynet.dk.

Updating the personal data policy

It may be necessary for us to alter how we process personal data. We therefore update and make changes to this personal data policy, so it reflects our processing activities. Check the bottom of the page to see when the policy was last updated. In cases of significant changes, you will be notified by a visible message on our websites.