



Privacy Policy- general policy and guidelines for students and parents

St. Josef's School- Frederiksborgvej 10- 4000 Roskilde

1. School Contact information

The school data controller is school the leader/principal.

We can be contacted by phone number 46 35 25 26 and on email on info@sjs-roskilde.dk

The school CVR number is 42357618

2. The purposes and legal basis for processing your and your child's personal data

We process your information in order to meet our responsibilities as a school, as provided by the Law on Independent schools and private schools and related rules. For example, we collect student and parental information in connection with a student's enrolment at the school in order to receive state funding.

We also collect personal information about board members because the legislation requires it, and we use information about external partners under the contract we have with them.

3. Categories of personal Data

Generally, we process only general information such as name, CPR number, address, etc., but in some cases we additional personal data (sensitive information), such as health information about the child. This is done after obtaining specific consent to do so.

4. Recipients or category of recipients

As a starting point, only the school uses personal data that we have about a student or a parent. The school has guidelines on what specific personal data is used and when an employee has access to personal data about pupils and parents. For example, the school leader alone has access to all the information and class teacher has access to information about the child for whom the teacher is a class teacher.

We will also pass on information to the Ministry of Education and other public authorities when we are required to comply with the rules. However, the school also uses external suppliers in relation to electronic processing of data. For instance, systems for using ICT in learning, wellbeing survey platforms and the school's administrative system. These external parties only process personal data in accordance with the instructions set out in a processing agreement obtained by the school from the supplier.

5. Storage of personal data

The school retains personal data for as long as necessary to fulfil our responsibilities as a school. For example, as a starting point, we delete information about students and parents when the student leaves school.

6. Withdrawal of consent

You have the right to withdraw your consent at any time. You can do this by contacting us at the contact details listed above in section 1.

If you choose to withdraw your consent, it will not affect the legality of our processing of your personal data on the basis of your previously informed consent and up to the time of withdrawal. If you withdraw your consent, it will therefore only have effect from that time.

However, we must point out that the school is obliged to collect and store general personal information on the pupil and his/her parents in order to fulfil his school duties.

7. Your rights

Following is a list of rights in relation to the data protection rules. If you want to exercise your rights, please contact us writing.

Right to view information

You have the right to gain insight into the information we use about you.

Right of reply

You have the right to have incorrect information about you corrected.

Right to erase

In exceptional cases, you have the right to have information about you deleted before the time of our general deletion occurs.

Right to limitation

In some cases, you may have limited processing of your information. If you are entitled to limited treatment, we will only be able to process the information - except for storage - with your consent or for the purpose of determining, enforcing or defending legal claims, or for protecting a person or important social interests.

Right to object

In certain cases, you have the right to object to our otherwise legal processing of your personal data. You may also object to the processing of your information for direct marketing.

Right to transmit

In certain cases, you have the right to receive your personal data in a structured, commonly used, machine-readable format and to transfer those personal data from one controller to another without hindrance.

You can read more about your rights in the DPA's guide on the rights of data subjects found on www.datatilsynet.dk.

8. Complaint to the DPA

You have the right to lodge a complaint with the Data protection authority if you are dissatisfied with the way in which we process your personal data. You can find the contact details of the data www.datatilsynet.dk.