

Data protection & privacy policy

Data responsibility – we value the protection of your personal data

We process personal data and therefore we have decided on the following policy in relation to privacy and protection of information - informing you about how we file and process your personal data.

To protect your data as effectively as possible we continuously assess the risk of compromising your basic rights in relation to discrimination, ID theft, financial loss, harm to personal reputation or breach of data protection.

Contact information

International People's College (IPC) is legally responsible for your data and we make sure that your personal data are filed and processed in full accordance with Danish legislation and the EU General Data Protection Regulation 2016/679

Contact Info:

International People's College
Montebello Allé 1
DK - 3000 Helsingør

CVR number: 23 25 34 10

Phone: +45 49 21 33 61

We ensure a fair and transparent data processing.

When we ask you to share your personal data, we will inform you about our reasons for this and how this data will be processed and finally erased. You will have access to this information when applying for IPC.

If we collect information about you from others, e.g. authorities or collaboration partners - we will inform you about this no later than 10 days after obtaining the

information. We will inform you about the purpose of this data and the legal basis allowing us to obtain it.

Processing of personal data

We require this type of personal data

We need certain data when helping you obtaining residence permit, study visa, health insurance, etc.- and furthermore to accommodate your stay at our school according to your requirements – it could be information such as health, diet and gender.

The data we process include

- Ordinary personal data - such as name, address, other contact info, date of birth, nationality
- CPR-number – if available (this is a Danish personal registration number).
- Sensitive data – e.g. information about health, special needs, your personal essay, scholarship reasons, etc.

We do not share or compare this information with others, e.g. social media.

We collect and file your data with specific purposes

We collect and file your data for specific reasons and for legitimate administrative purposes.

And - this happens when we:

- Administer your connection to IPC.
- must meet legislative requirements.

We only process relevant data

We only collect, process and file relevant and enough personal data in relation to the above-mentioned purposes and only if this purpose can be described as relevant and needed for our school. We do not file and process data that we do not consider relevant or necessary. Before we file or process personal data, we examine possibilities of minimizing the needed amount of data about you and explore the possibility of using this information in an anonymous form. We can only do this if it does not negatively affect our legal obligations, or the help or services that we are providing for you. Furthermore, there could be legal requirements defining that certain personal data is needed to uphold our responsibilities such as necessary data to fulfill an agreement or commitment defined by law.

We verify and update your personal data

We continuously make sure that your personal data is updated. As our service

rely on the accuracy of the obtained data, we kindly ask you to inform us about relevant changes of your data. You can use the contact information above to notify us.

We delete your data when they are no longer relevant.

We delete your data when they are no longer necessary in relation to the initial purpose of obtaining, processing and filing them.

Various data is filed for different periods of time. Basically, we work with 4 different time perspectives:

Category A: Personal data that will not be deleted from our databases. Names, nationality, date of birth, statement of consent and subject choices. This information is needed if you want us to send a copy of your certificate after your stay and by law, we have an obligation to keep this option available.

Category B: Personal data that will be deleted 5 years after the end of your term. Contact information, CPR-number, acceptance of general rules and conditions, information about how you heard about our school and finally your signature. By Danish law this information must be available for 5 years for accounting purposes.

Category C: Personal data that will be deleted 2 years after the end of your term. Scholarship requests and reasons; when granting scholarships and price deductions, we must be able to document the reasons for doing so up to 2 years after your departure.

Category D: Personal data that will be deleted 6 months after the end of your term. Current (not permanent) contact information, information about education, current and previous jobs or voluntary work, emergency contact information, photos, gender information, information about finances, health, special food needs, single room requests, information about your English proficiency, your personal essay, power of attorney. **Personal data from applicants who did not enroll as students at IPC or who had their application rejected.**

We ask you for a statement of consent prior to processing your data

We ask for your consent prior to processing your personal data used for the above mentioned purposes unless we have a legitimate reason and legal permission not to ask first. In this case we would inform you about the legal basis and our legitimate reasons for obtaining and filing such data.

Your consent is optional, and you can withdraw it any time by contacting us. Use the contact information above if you need further information.

If we want to use your personal data for other purposes than originally stated, we will inform you about the new purpose and ask for your consent prior to doing so. If we have a new legal basis for use of your data, we will of course inform you about this.

If we in our service and support must obtain, process and file personal data related to minors (students below 18 years old), we will ask for a statement of consent from at least one parent. We will do what we can to ensure that the consent is given by the parent who has custody of the minor.

We do not pass on your personal data without your consent

We do not pass on your personal data to other institutions or businesses without your explicit consent. We do not pass on your personal data to other countries.

Safety

We protect your personal data og follow internal rules regarding data protection

We have decided on internal rules about privacy and data protection. We have agreed on rules about information safety, that include guidelines and procedures, protecting your personal data against deletion, loss, alterations and unauthorized use – and furthermore measures have been taken to avoid access to your data from intruding or unauthorized persons. We have defined procedures for allocating access rights to those employees using and processing sensitive personal data including data about your interests and habits. We supervise their access through log reading and inspection. To avoid loss of data we continuously take backups of our database systems. We also protect the confidentiality and authenticity of your data through encryption.

In the unlikely event of breach of security with a high risk in relation to discrimination, ID-theft, financial loss, loss of reputation or other significant disadvantages, we will of course inform you about the situation as soon as possible.

Use of cookies

IPC's website uses cookies. Cookies are small pieces of text sent to your web browser by our website. A cookie file is stored in your web browser and allows IPC or a third-party to recognize you and make your next visit easier and the information at ipc.dk more useful to you.

When browsing the internet, you leave an electronic foot print behind that reveals where you have been. This happens when your browser sends information to a server, e.g. "I would like to see the website of www.ipc.dk". Most browsers leave behind traces of product data and version number, e.g. Microsoft Internet Explorer version 7.0. The server can then return the page you have required in such a way that it is correctly shown in your browser. While requiring access to www.ipc.dk your browser simultaneously sends other information to the receiving server such as your IP-address. Subsequently the server knows where to send to page required for.

Depending on which OS and browser you use your browser will also send the username used when logging on to your computer.

The collection of cookies when visiting the IPC website

On a continuing basis IPC has access to statistics about visitors at our website. It is not possible to identify specific individuals using this information!

When you visit IPC's website some information about you is collected. For example:

- What pages have been visited and when? Your electronic foot print
- Which browser you use
- Your IP-address
- In some cases your username.

We use the information to enable certain functions of ipc.dk, to provide analytics, to store your preferences, to be able to show you advertisements for IPC through different channels. In addition to our own cookies, we may also use various third-parties cookies. I.e. if you watch a YouTube film embedded on our website, YouTube will also leave cookies in your browser.

What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser. Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use

all of the features we offer, you may not be able to store your preferences, and our website might not display properly.

It is your right to have access to the personal data we file about you

At any time you can get information about the personal data about you that we have in our databases. Where and how did we obtain them and what is the purpose of filing and processing them? You also have the right to know for how long we keep them and who receives what data about you.

If you request it we can inform you about the data we process in relation to you. This access to information might be limited due to other people's privacy or business secrets.

You can make use of your rights by contacting us using the contact information above.

You have the right to have incorrect or inaccurate information about you corrected or deleted

If you think that the personal data about you that we process are incorrect or inaccurate you have the right to get them corrected. You can approach us informing us about these incorrect or inaccurate data and how we can correct them.

In some cases we have an obligation to delete your personal data, e.g. if you withdraw your statement of consent. If you think that your personal data are no longer necessary in relation to the initial purpose of obtaining them you can request that they are deleted. You can also contact us if you think that your personal data are processed against the legislation.

When you request a deletion or correcting of your personal data we examine if your request meets the legislation and subsequently we will delete or change your data as soon as possible.

You have the right to file a complaint in relation to our processing of your personal data.

You can also file a complaint if we forward your personal data with the purpose of marketing.

Please use the contact information above to file such a complaint. If your complaint is considered rightful we will cease to process your data and erase them.

You have the right to receive the personal data you have shared with us and those data that we might have obtained about you elsewhere on the basis of your

consent. If we process your data in relation to a contract where you are a part we can also send you this information. You also have the right to have this information transferred to a third party.

If you want to use your data portability rights you will receive the data in a format that is normally used for such purposes.

If you want access to your data, have them corrected or deleted or file a complaint in relation to our data we will examine if it is possible and we will respond to your request as soon as possible and no later than 1 month after your written request.

If you want to complain about the schools handling of personal data you can contact Datatilsynet (the Danish data inspection office). You can find their contact info at www.datatilsynet.dk

Contact us at:

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