

Information about our processing of your personal data et cetera

1. We are data controllers – how do you contact us?

_____ is the data controller of the processing of the personal data which we have received about you. You can find our contact information below.

Business name: _____

Address: _____

Postal code and town/city: _____

Central Business Register (CVR) no.: _____

Telephone: _____

Email: _____

2. Contact information about the data protection officer

YOU SHOULD USE THIS SECTION IF YOU HAVE A DATA PROTECTION OFFICER. IF YOU DO NOT HAVE A DATA PROTECTION OFFICER, YOU MUST SKIP THE ENTIRE CLAUSE 2

If you have any questions to our processing of your information, you are always welcome to contact our data protection officer.

You can contact our data protection officer in the following ways:

- *By email:* _____
- *By telephone:* _____
- *By letter:* _____

3. The purposes of and the legal basis for the processing of your personal data

We process your personal data for the following purposes:

- The information is collected and processed for the purpose of processing, completion, control, evaluation and impact measurement of the structural fund project by which you are employed.

The legal basis for our processing of your personal data follows from:

- Executive Order no. 586 of 3 June 2014 on eligibility for aid, accounting, auditing and control etc. in connection with payment of grants from the European Regional Development Fund and the European Social Fund, section 16(6)(vi).
- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013, Article 125(4)(a), and the Commission Implementing Regulation (EU) No 480/2014 of 3 March 2014, Article 25.



- Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006, annex I.
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) article 6(1)(c) and article 9(2)(f) and (g).

4. Categories of personal data

We process the following general personal data about you:

- Civil registration number, name, address, email address and mobile telephone number.
- Payslips, registration of hours, contract of employment and any addenda, if the costs for your salary are included in project accounts to the Danish Business Authority.
- Attachment to the labour market, including unemployment and educational level if you participate in a social fund project.
- Health information if you participate in a project under axis 3 of the Social Fund (social inclusion).

5. Recipients or categories of recipients

We can disclose or transfer your personal data to the following recipients:

YOU MUST FILL OUT THE EMPTY LINE IF, AS AN ECONOMIC PARTNER, YOU DISCLOSE INFORMATION ABOUT YOUR EMPLOYEES/PARTICIPANTS. IF YOU ARE A GRANT RECIPIENT, WHO DISCLOSES INFORMATION ABOUT YOUR EMPLOYEES, YOU SHOULD NOT FILL OUT THE EMPTY LINE.

- _____, The Danish Business Authority, The Office of the Auditor General (Rigsrevisionen), the European Commission, the Court of Auditors of the European Union, The European Anti-Fraud Office, other public authorities and the data processors of the Danish Business Authorities.

6. Where does your personal data originate from?

If your employer is a grant recipient in a structural fund project, _____ gets your personal data from you.

If your employer is an economic partner in a structural fund project, then

_____, which the Danish Business Authority has granted structural fund subsidies to, will get your personal data from your employer.

Your personal data thus stems from you or your employer.

7. Storage of your personal data

If there is state aid in the structural fund project which you are employed by, the information must be stored until the end of 2033. If there is no state aid in the structural fund project which you are employed by, the information must be stored for 5.5 years after the Danish Business Authority's last final payment to the project.

8. Your rights

Under the General Data Protection Regulation, you have a number of rights in relation to our processing of information about you.

If you want to exercise your rights, you must contact us.

Right to access data (right of access)

You have the right to access to the information that we process about you and some further information.

Right to rectification (correction)

You have the right to have incorrect information about yourself rectified.

Right to erasure

In special circumstances, you have a right to have information about you deleted before the time when our general erasure takes place.

Right to restriction of processing

In certain circumstances, you have the right to restrict the processing of your personal data. If you have the right to restrict the processing, we may only process the information in future – except for storage – with your consent or for the purpose of the establishment, exercise or defence of legal claims, or for the protection of the rights of another natural or legal person or for reasons of important public interest.

Right to object

In certain circumstances, you have the right to object to our otherwise lawful processing of your personal data. You can read more about your rights in the Danish Data Protection Agency's guidelines about the rights of data subjects, which you find at www.datatilsynet.dk.

9. Complaint to the Danish Data Protection Agency

You have the right to file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way in which we process your personal data. You will find the contact information of the Danish Data Protection Agency at www.datatilsynet.dk.