



Privacy Policy

Rygaards Skole, CVR-no. 59416359, is the data controller with regard to any personal information about you that we process. We make sure that your information is processed in compliance with the law.

We take data protection seriously. To inform you of how we process your personal information, we have adopted this privacy policy.

Contact information

If you wish to get in touch with us about our processing of your personal information, you can get hold of us at:

Rygaards Skole
Bernstorffsvej 54
2900 Hellerup

admin@rygaards.com and / or 39 47 31 01

Processing of Personal Information

Personal information are all types of information that relate to an identifiable person. This privacy policy describes how Rygaards Skole processes your information. We will only process information about you when necessary and for a specific purpose. We will always process your information confidentially.

Data protection

We have implemented suitable technical and organisational measures to prevent your data from being accidentally or unlawfully deleted, publicised, lost, corrupted, leaked, or misused. We ensure that processing only takes place in adherence with all the principles of data protection.

We keep data up-to-date

As our services depend on our information about you being accurate, we ask that you keep us informed about relevant changes to your information. You can always make use of the contact information above to let us know about any changes. We will update your information accordingly. If we find out that the information about you is incorrect, we will update it and let you know.

Please see below, the legal basis upon which we process your information, for what purpose and for how long we retain it.

Waiting lists

Upon registering for the School's waiting list, the personal information submitted on the form will be processed.

The purpose of this processing is to be able to have the applicant on the School's waiting list.

The School primarily processes general information such as name, address and e-mail. This information is processed based on the School's legitimate interest in enrolling students at the school (GDPR art. 6(1)(f)).

In addition, the CPR numbers of the students and the students' parents are also processed. This is done on the basis of consent from the parents (Danish Data Protection Act § 11, subsection 2, no. 2).

If health information or other special categories of information are provided, when registering for the waiting list, the School will also process these. The School does this based on the express consent of the parents (GDPR art. 9(2)(a)).



Furthermore, parents may provide additional information in the admission interview at the School, e.g. professional opinions from kindergartens or regarding special needs. Such information will also be processed according to the processing bases indicated above.

Personal information on the waiting list is stored if the applicant is active on the waiting list. If the applicant is admitted to the School, the information will be stored in accordance the rules for registries of students at the School.

Once a year, parents are contacted to confirm that they are still interested in being on the waiting list.

Contact & Service

When you contact us by email, phone, contact form on our website, or by ordinary post, we process the following information about you:

- Your contact information as well as the contents of your message.

We process this information for the purpose of providing good service and for handling your inquiry.

We process the information on the following legal bases:

- Our legitimate interest in answering your questions and having a dialogue regarding what you need from us (cf. GDPR art. 6(1)(f))

We retain the information no longer than necessary for our purposes stated above. This is assessed individually for each inquiry based on its content and nature. We will continue to process your information for as long as our correspondence continues. Once correspondence is closed and requires no further action, your information will be deleted.

Provision of goods & services

When we contract to provide our goods/services to you, it is necessary for us to process some personal information about you. This is restricted to ordinary types of information, e.g., name and email for the purpose of delivering on our contract with you (cf. GDPR art. 6(1)(b))

Information collected for this purpose will be deleted once it is no longer necessary for delivering on the contract, unless there are specific reasons to store the information longer, e.g., a warranty period or the handling of complaints.

Information contained in bookkeeping/accounting materials will be retained for 5 years from the end of the accounting year in which the contract was fulfilled/paid. We are legally required to do so.

Social Media

When you like and/or follow us on Facebook, Instagram LinkedIn and YouTube, we process the following information about you:

- Your name and the contents of messages you send us

The purpose of processing your information is to keep interested followers updated on things to note etc.

We process the information on the following legal basis:

- Our interest in marketing as well as in improvement of our page and product (cf. GDPR art. 6(1)(f))

Recruitment

If you apply for a position with us, we will process the information you supply in your application, CV and any other attached documents. We do **not** need you to send us your CPR-/national ID-no.



The purpose of collecting information about you in the recruitment process is to evaluate, whether you are a suitable candidate for a position with us.

We process your information based on the following legal bases:

- Our legitimate interest in assessing your qualifications, (cf. GDPR art. 6(1)(f))
- Processing of your CPR-/national ID-no. if you have included it with your application/CV. We only process CPR-/national ID-nos. in order to defend or exercise a legal claim (cf. Danish Data Protection Act § 11, section 2, no. 4, cf. § 7, section 1 & GDPR art. 9(2)(f))

If you send us special categories of personal information, we will process them on the following legal basis:

- A legitimate interest, which is both parties' interest in assessing future cooperation (cf. GDPR art. 6(1)(f)) and in order to exercise or defend a legal claim (cf. GDPR art. 9(2)(f))

We retain your application, including attachments, for up to 6 months after the recruitment process has ended, after which your information will be deleted. The purpose of the retention beyond the end of the process is to safeguard our interests in case of complaints of discrimination, etc. during the recruitment process.

We retain unsolicited applications, including attachments, for up to [x months] after which they are deleted. If we wish to retain your application for longer than that, we will request your consent to do so.

If we find your application relevant for a possible future position, we will retain it only if acquiring your consent (cf. GDPR art. 6(1)(a)).

Video surveillance

We have video surveillance in our facilities. We may end up having recordings of you. Any areas covered by video surveillance will have signs letting you know about it.

The purpose of the surveillance is to crime prevention. We process this information on the following legal bases:

- Protecting our premises from crime (cf. GDPR art. 6(1)(f))

Footage is retained for 4 days unless specific events necessitate keeping them for longer.

Transfer of your information

We use third parties to store and process information. When we use data processors, we make sure to have data processing agreements in place. Thus, they will only process your information on our behalf and will not use the information for their own purposes.

We prioritize data processors from within the EU and from third countries approved by the European Commission with regards to an adequate level of protection of personal data, cf. GDPR art. 45.

When relevant, your information may be disclosed to other data controllers, e.g., banks, public authorities etc.

Transfer of information to third countries

We use data processors in unsafe third countries. When legislation in these third countries does not offer the same protection of personal information as the EU does, we have an increased responsibility to ensure the protection of your information.

Your personal information may be transferred to recipients in the USA based on the EU-U.S. Data Privacy Framework or based on the EU Commission's Standard Contractual Clauses (cf. GDPR art. 46(2)(c)). If you want to know more about the transfer mechanisms that apply to your information, you can contact us for further information and documentation.



Your rights

By contacting us at the contact point at the top, you may:

- Gain insight into the personal information we have about you
- rectify any erroneous personal information
- have your personal information erased
- have the processing of your personal information restricted
- receive a copy of your personal information (data portability) for the purpose of moving it to another data controller
- object to the processing

When you give us your consent for processing, it is voluntary. It will have no consequences for you, if you do not consent, only consent to certain elements, or later withdraw your consent.

Withdrawal of consent can be done at any time to the contact point at the top of the page.

When you contact us, requesting to exercise your abovementioned rights, we will respond within one month. If we cannot honour your request, you will receive an explanation as to why.

In order to exercise your rights, or if you have questions about our processing of your information, you can always contact us. Our contact information is at the top.

If, after having been in touch, you are dissatisfied with how we process your information, you have the right to file a complaint with [Datatilsynet](#).