

## Part One

# General information

It is necessary for Herlufsholm to obtain personal information about students and their parents in connection with enrollment. The school uses this information solely for the purpose of meeting the school's obligation as a school.

Generally speaking the school collects ordinary personal information about a student, such as name, address, telephone number, sick days and other information necessary to run the school. However, the school also needs to obtain the student's CPR number. The reason why the school collects the student's CPR number is, among other things, the school's obligation towards the Ministry of Education in order to be able to apply for school funding, and also that the Ministry of Education needs to be able to check that the student is not registered at more than one school.

The school also collects general personal information about parents. The school does this to ensure that it has obtained all necessary information with respect to parental custody of the child and in order to be able to inform parents about, among other things, the school and the student's circumstances. It is a prerequisite for enrollment of students in the IB program that the school is allowed to share information about name, nationality, gender and date of birth with the IB organization.

The school needs as a minimum the following information about each student and his or her parents:

### ***Information about student***

Name: \_\_\_\_\_

CPR no.: \_\_\_\_\_

Address: \_\_\_\_\_

### ***Information about father***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone (home and work): \_\_\_\_\_

### ***Information about mother***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone (home and work): \_\_\_\_\_

### **The school's notification obligation when collecting personal information**

- see Appendix 2 and the homepage <https://herlufsholm.dk/en/policy-of-privacy/>

- The purpose of the collection of personal information
- Rules for sharing this information with third parties
- Period of time the personal data will be stored
- Rights of the data subject

The school points out that parents need to make themselves familiar with the school's policies in regard to collection, sharing, storage and the rights of the data subjects.

## Consent to collection of personal data and permissions for other purposes

Herlufsholm only collects those consents and permissions that are relevant and currently necessary for the school. Consents and permissions are therefore not to be collected merely on the grounds that the school assumes that it will need this information within a given number of years.

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### **Loyalty toward the school's set of values, withdrawal of the school offer, etc.**

Herlufsholm points out that parents must familiarize themselves with the school's regulations listed on the school's website, and that parents must be loyal to the school's set of values and the school's other rules and guidelines.

The school has a set of payment and fee rules with which parents must stay familiar through the School Handbook (<https://herlufsholm.dk/media/7124/school-handbook.pdf>), and we would like to point out in particular that both parties with parental authority are liable for the payment of the school fee.

If the parents wish to withdraw the child from the school, the school office must be contacted. We point out that Herlufsholm has a special set of guidelines for notice period for withdrawal, etc, as indicated in the School Handbook.

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### **Information lists**

It is the practice at Herlufsholm to produce and pass along information lists to parents so that the parents can get in contact with each other in connection with social events, birthdays, election of parent representatives, etc.

Herlufsholm would like permission to pass along the following information about the students and their parents:

Name, telephone number and email address

I hereby give permission that:

Herlufsholm may pass along an information list containing only the personal data listed above.

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### **External collaborators**

Herlufsholm has a comprehensive after-school program called extracurricular activities and an extensive exchange program that collaborates with foreign schools within the Round Square organization. The school also has a long tradition of collaborating with the Herlufsholm alumni association, Herlovianersamfundet.

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I hereby give permission that

- the school may provide information about name and class to teachers and external collaborating partners in the after-school program.
- the school may provide information about name, class, address, email address, and telephone number to external collaborating partners, primarily schools in the Round Square organization.
- the school may provide information about name, address, email address, and telephone number to Herlovianersamfundet (alumni organization) in order to offer the students the opportunity to participate in events in Herlovianersamfundet and to become members of the association.

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**Contact information in annual publications, the student booklet “Diple og hørere” and other relevant contexts**

The school has a long tradition of publishing annual publications, student catalogs, etc. Their purpose is to create a historical continuity but also to ensure that students and teachers can get in contact with each other.

I hereby give permission that

- the school may publicize name, address, and telephone number in connection with the student booklet “Diple og hørere”.
- the school may publicize name, address and telephone number in connection with school’s publications.

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**Consent to collect special data**

In addition to the collection of general personal data, the school also has a need of collecting, processing, and communicating a special data category (sensitive data) in order to provide the student with the optimal learning and well-being at the school.

In particular the school needs to know about the student’s prior schooling, including support and evaluations provided through Pedagogical Psychological Counseling (PPR) as well as certain health data.

I hereby give permission that

- the school may use the health data communicated to the school by us or which the school has obtained through a third party, and that we as parents have been informed about, such as information from the school nurse, doctor, psychologist, youth counselor, etc
- the school, including the school hospital (SUS) may obtain health data from previous schools, and that the health data provided when the students are enrolled may be used when appropriate, such as in case of illness and treatment.
- the school health workers (SUS) may medicate and provide other treatment if it is deemed necessary

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and transfer the student to a public hospital. In such an event, the school's health workers will forward the relevant health data

- the school may obtain information from Pedagogical Psychological Counseling (PPR) concerning the child.
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### **Herlufsholm's use of images and videos on various platforms**

#### **Images of school activities**

In connection with the presentation of the school's programs, everyday life, etc, the school publicizes images in various contexts and on a variety of social media. Herlufsholm only publicizes harmless images of students. The decisive criterion when considering a possible publication is that the person portrayed in no reasonable way must feel exposed, exploited or offended

#### **Portrait photos**

In order to be able to publicize pictures where your child can be clearly identified (class pictures and portrait photos), the school needs your consent.

I hereby give permission that Herlufsholm may use class pictures and portrait photos on the following platforms:

- Herlufsholm's website
- Herlufsholm's Facebook page, Instagram and other social media
- Herlufsholm's Intranet and Parent Intra.
- Promotional material about the school
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## Signature

It is a precondition for the student's enrollment at Herlufsholm Skole that the parents who have legal custody agree on enrolling the child at the school. It is therefore a requirement that both legal custody holders sign this form in case of joint custody.

If one parent has sole legal custody, only that parent needs to sign the form. The school may ask for documentation of custody.

If changes take place in the legal custody rights during the child's stay at the school, the parents are obligated to let the school know.

As a personal maturity criterion is in effect in Denmark, we ask the parents and the student to sign the declaration of consent.

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Date

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Signature, custodial parent/guardian

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Date

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Signature, custodial parent/guardian

***The signed declaration of consent form must be forwarded to:***

Herlufsholm Skole og Gods - Rektorkontor - Herlufsholm Allé 170 - 4700 Næstved - rektorkontor@herlufsholm.dk

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## Appendix 1

# Declaration of consent to gather personal data from present or past school

In order to have the best starting point for learning and well-being at Herlufsholm Skole, the school needs to know about the student's current or previous schooling and the support that the student may have received.

Herlufsholm Skole therefore asks for your consent to gather the above-mentioned in-formation.

The information will be confidential, and only relevant staff members will have access to the information.

I hereby give Herlufsholm Skole written consent to gather relevant information from:

- Present and former schools
- Local municipality's PPR (Educational Psychological Counseling) and other PPRs if relevant

Name of student: \_\_\_\_\_

Student CPR No: \_\_\_\_\_

Current school, grade and municipality: \_\_\_\_\_

\_\_\_\_\_

Custodial parent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Custodial parent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

## Appendix 2

# The school's notification obligation when collecting personal information

Herlufsholm Skole is located at the following address:

Herlufsholm Allé 170

4700 Næstved

### 1. We are the data controller - how do you contact us?

We can be contacted at 55 75 35 00 and by email to [rektorkontor@herlufsholm.dk](mailto:rektorkontor@herlufsholm.dk). The school's CVR No. is 85896318.

### 2. The purpose of and the legal basis for processing of your and your child's personal information

We process your personal information in order to be able to fulfill our obligations as a school in accordance with the law of Danish free schools and private elementary schools, the law of secondary schools, etc. and the pursuant regulations. We gather, for instance, information regarding students and parents in connection with a student's enrollment at the school in order to be able to apply for state subsidies. We also gather personal information about board members, external collaborating partners and staff as required by law, and we use information about and share data with external collaborating partners in accordance with the contract we have with these parties.

### 3. Category of personal information

In general we only process general information, such as name, address, etc., but in a few instances we also process a particular category of personal information, such as health information about the child. This happens after asking for and obtaining specific permission.

### 4. Recipients or category of recipients

In general it is only the school that uses the personal information we have about a student or his or her parents. The school has a set of guidelines for which specific personal information is used and when a staff member has access to personal information about students and parents. For instance, as a starting point only the head of the school has access to all information and the class teacher has only access to information about the child that he or she is the class teacher for.

We also pass along information to the Ministry of Education and other public institutions if we are required to do so by law.

Herlufsholm also uses third-party processors with respect to electronic processing of data, for instance. These third-party processors only process personal data in accordance with the instructions outlined in the third-party processing agreement that the school has entered into with the processor.

### 5. Storage of personal information

The school stores personal information in accordance with guidelines for the field. In general we only store personal information for as long as it is necessary in order to fulfill our obligations as a school. For example, we generally erase information about students and parents when the student leaves the school unless required not to do so by law. With respect to submission of invoice, settling of accounts, etc., it may take a few months before the personal information is deleted. In general, however, this will take place within 12 months.

## 6. The right to withdraw consent

You have the right to withdraw your consent at any time. This can be done by contact-ing us according to the contact information listed above under section 1.

If you withdraw your consent, it will not affect the legality of our processing of your per-sonal information based on consent before its withdrawal. If you withdraw your con-sent, it will therefore only take effect from this point in time.

## 7. Dine rettigheder

According to the General Data Protection Regulation (GDPR), a data subject has a number of rights in rela-tion to the school's processing of personal information. If you want to exercise these rights, please contact us.

### *Right to see personal information (right of access by data subject)*

You have the right of access to the information which we process about you and a number of other data. The school may charge a fee for this work. It must be a reasona-ble fee based on the administra-tive cost of providing the information in question. The Data Protection Authority writes on their website that a private data processor may de-mand DDK 10,- per page, but that the fee may not exceed 200 DDK.

### *Right to rectification*

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

### *Right to erasure*

In certain instances you have the right to have personal data erased before the time of our general erasure of data takes place.

### *Right to restrict processing*

In certain instances you have the right to restrict processing of your data. If you have the right to restrict processing, we are only allowed to process the information - with the exception of storage - with your con-sent or for the establishment, exercise or defence of legal claims; or in order to protect a person or impor-tant public interests.

### *Right to object*

In certain instances you have the right to object to our otherwise legal processing of your personal informa-tion. You may also object to processing of your information for direct marketing purposes.

### *Right to transmit*

In certain instances you have the right to receive your personal data in a structured, commonly used, ma-chine-readable format, and to have it transmitted from one control-ler to another without hindrance.

You can read more about your rights in the Data Protection Agency's guidelines about the rights of data subjects. You will find it at [www.datatilsynet.dk](http://www.datatilsynet.dk).

## 8. Right to lodge a complaint with the Data Protection Agency

You have the right to lodge a complaint with the Data Protection Agency if you are dis-satisfied with the way we handle your personal information. You will find the contact information for the Data Protection Agency at [www.datatilsynet.dk](http://www.datatilsynet.dk).