



Center for Special Education for Adults (CSV) processes personal data about you

This means that we collect and use a range of personal data about you. We do this because it is necessary for us to do our job and to support your development and education.

We protect your data, and you can read more about how we handle your personal data below.

What data do we process?

We process both general and sensitive personal data about you. This is data that you or your relatives provide, or data received from other professionals. The need must be identified in order to have an interview for special education. Therefore, personal data received from other professionals, agencies or data from the Job Centre is being processed. This involves processing health data as well as data such as name and national registration number (CPR nr.). The nature of health data depends on the opinions and data provided by different professionals.

What do we use the data for?

CSV uses this data for the following purpose:

- To assess whether you are entitled to benefits from CSV
- To plan education programs
- To assess which aid you can use
- To provide counselling and guidance to you, your relatives and professionals.

Who receives and processes your personal data?

The overall educational (and possibly psychological) assessment must be based on statements from or by experts with the necessary specialized educational knowledge. Data is thus exchanged with other professional groups. You will

be informed and asked for permission before any exchange takes place.

Personal data will be disclosed to our data processors who provide IT support in connection with registration, administration, and journaling.

Furthermore, your data may be used in connection with various forms of statistics and analysis in an anonymized form.

Storage of your personal data

Personal data registered in CSV will be deleted 10 years after the last contact or processing. After that, the data will be deleted when the data worthy of preservation has been transferred to Copenhagen City Archives in accordance with the Danish Archives Act.

Legal framework

Personal data is processed in accordance with paragraph 1 of the Act on Special Education and chapter 4 of the guidelines for the Act. In addition, personal data is processed in accordance with paragraph 3(2)-(3) of the Danish Public School Act, paragraphs 112 and 113 of the Danish Civil Service Act and chapter 6 of the Danish Act on Compensation for Disabled Persons in Business. Special educational assistance is provided in accordance with the Act on Special Educational Assistance in Higher Education.

In addition, personal data is processed in accordance with Articles 6(1)(e) and 9(2)(f) of the General Data Protection Regulation and Section 11(1) of the Danish Data Protection Act.

You can read the text of the law at www.retsinformation.dk.

Your rights

According to the General Data Protection Regulation, you have a number of rights in relation to your personal data being processed by the Copenhagen City Council. If you want to use your rights, please contact us.

Right to view data (right to access)

You have the right to submit a subject access to the personal data that the Copenhagen City Council processes about you, with certain exceptions, as set out in the legislation.

Right to rectification

You have the right to have incorrect or incomplete data about yourself rectified. You also have the right to have your data supplemented with further data if it makes your personal data more complete and/or updated.

Right to erasure

As the Copenhagen City Council is a public authority, the municipality can generally delete data about you when we are no longer obliged to store the data.

Right to restriction of processing

In certain cases, you have the right to have the processing of your personal data restricted. If the processing is restricted, we are only permitted to use your personal data with your consent with exemption of storing your data. However, for the purpose of determining legal claims, enforcing them, or protecting personal interests or important public interests, the municipality can still process your data.

Right to object

In certain cases, you have the right to object to the Copenhagen City Council's processing of your personal data. You can read more about your rights in the Danish Data Protection Agency's guidelines on the rights of data subjects, which you will find at www.datatilsynet.dk.

Who should I contact?

Data controller

Copenhagen City Council is responsible for the processing of your personal data. Our contact information is:

Center for Specialundervisning for Voksne (CSV)
Frankrigsgade 4
2300 København S

Contact us safely via www.kk.dk/digitalpost

(Please do not write or attach sensitive information)

Copenhagen City Council's Data Protection officer

If you have any questions about our processing of your personal data, you are welcome to contact the data protection officer of the City of Copenhagen:

Københavns Rådhus
Rådhuspladsen 1
1550 København K
Tel. +45 71 74 54 54
Telephone hours: Tuesday and Thursday 9am-12pm

You can contact the data protection officer via our website. You can read more about the data protection officer at www.kk.dk/databeskyttelse.

Complaint to the Danish Data Protection Agency

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