

Privacy Policy for EPCTutors

We process personal data and must comply with the laws and principles of good data processing practices. Therefore, we have adopted this Privacy Policy, which briefly describes how we process personal data. The privacy policy ensures legal and transparent processing.

We only process personal data for clear and factual purposes and based on the legitimate interests of the association. We only process personal information that is relevant and necessary to fulfill the stated purposes, and we delete your information when it is no longer needed - or when you ask us to.

We are responsible for treatment of your personal information

EPCTutors ensure that your personal information is processed in accordance with applicable law.

You can always contact the association's data responsible contact person who is:

Contact person: Majbritt Codam

Telephone: .: +45 2675 0777

Mail: info@ceipi.dk

Treatment of personal information

We treat the following personal information:

1. Information on students:
 - General personal information: Name and work related contact information
2. Information on tutors:
 - General personal information: Name and work related contact information
 - Special personal information: Private address, bank account information and CPR number
3. Others
 - General personal information: Name and work related contact information
 - Other information provided by you

Source of personal information

We obtain all personal information from you.

Reasons for treatment of your personal information

We process your personal information for specific purposes when we have a legitimate reason. Legitimate reasons for processing information about you include:

- That we as an association have a (legitimate) interest in processing your information
- That it is necessary for us to fulfill an agreement with you
- That the law requires that we process your information

- That you have consented to us processing your information

The purposes of processing information about students (members of the association) are:

- Managing membership matters - including forwarding information on the association's activities
- conducting courses – including providing course information and collecting course fees

The purposes of processing information about tutors (members of the association) are:

- Administration of the association
- Managing membership matters - including forwarding information on the association's activities
- Conducting courses – including planning courses, informing the public about courses
- Payment of remunerations including provision of mandatory information to tax authorities
- Overview of tutor's experiences, interests and competences

Consent

When we process information about you, it sometimes happens on a legal basis other than your explicit consent. Therefore, we only obtain your consent when it is rarely necessary to process your personal data for the purposes described above.

If we obtain your consent, it is voluntary if you will consent and you can withdraw it at any time by notifying us.

Disclosure of your personal information

We do not disclose information about you to others outside the association - for example, for marketing purposes - without your consent.

Storing and deleting your personal information

We have different processing purposes and retention periods depending on whether we process your personal information as a student, tutor or 3rd party.

Students: We delete information about you approx. six months after termination of your membership.

Tutors: We maintain your name and email information with your consent for the purpose of providing information on the association's activities. Special personal information contained in accounting material is stored in accordance with the Danish Bookkeeping act. All other personal information is deleted about you six months after termination of your membership.

3rd parties: We maintain your name and email information with your consent. All other information is deleted about 6 months after receipt.

We keep information (in anonymized form) on members for statistics and the like, as long as they have historical value.

Your rights

When we process your information, you have a number of rights according to the Personal Data Regulation:

- You have the right to be informed that we process information about you - this is what we inform you about in this Privacy Policy (as an association we have a disclosure obligation)
- You have the right to gain access to the information we process about you (right of access)
- You have the right to receive information about any incorrect information about you (the right to rectification)
- You have the right to have information about you deleted (the right to be forgotten)
- You have the right to object to the use of your information for marketing purposes
- You have the right to move your information – i.e. that we must disclose the information we have about you in a commonly used format (the right to data portability)

You may exercise your rights, including objections to our processing, by contacting us. You will find contact information at the top of this Privacy Policy.

If you respond to a request to have your personal data corrected or deleted, we will investigate whether the conditions are met and, if so, make changes or deletions as soon as possible.

You can lodge a complaint with the supervisory authorities – the Danish Data Protection Agency - about the processing of your personal data.

Revision of the Privacy Policy

We reserve the right to change the association's privacy policy. When we change our privacy policy, we also change the date at the top of this document. If you make any significant changes, you will be notified.

The Privacy Policy applicable at any time is available on our website.