

# **Privacy Policy**

## **1. Introduction**

At UCplus, we protect your information and therefore process your personal information with respect for your privacy and in full compliance with the General Data Protection Regulation and other legislation.

This Privacy Policy describes what personal information we process about you and how we process them. We therefore kindly ask you to read this Privacy Policy thoroughly.

## **2. Data controller and contact details**

First of all, we inform you that the data controller for the processing of your personal information in accordance with this Privacy Policy is:

UCplus A/S

Cvr-nr: 21620378

Mileparken 12 A

2740 Skovlunde

Danmark

The person responsible for data protection at the Data Controller can be contacted via e-mail at [Persondatabeskyttelse@arriva.dk](mailto:Persondatabeskyttelse@arriva.dk)

Alternatively, the data protection responsible can be reached by sending a letter marked 'Persondatabeskyttelse' to the address stated above.

## **3. Definition of 'personal information' and 'processing'**

'Personal information' is any form of information about an identified or identifiable natural person. This includes, for example, your name, your address, your phone number and your email address. In contrast, information about the number of users on a website is not personal information as it does not concern a specific identifiable, physical person.

'Processing' constitutes any form of processing of personal data such as collection, storage, disclosure and disposal of personal data.

#### **4. Processing purpose and categories of personal information**

The collection and subsequent processing of your personal information are for the purpose of managing you as a course student in our administrative systems. The purpose includes, among other things, sign-ups, sending welcome letters or information and preparing necessary reports for relevant institutions and authorities.

We collect and process the information you provide us, for example, via website, app, letter, over the phone or e-mail. The personal information you provide us may constitute the following categories:

- Name
- Cpr-number
  
- Address
- Contact information (private e-mail/phone number)
- Driving license number, if required in the Traffic, Construction and Housing Agency's evidence management system or completion of driving license application
- Nationality
- Personal description (for example Danish skill level, job wishes and professional experience)
  
- Health information, if it is relevant to your course attendance
- Membership of A-Kasse, if you wish to register in our job bank
- Portrait photo

In addition, we collect and process information regarding your course attendance. The personal information we continuously collect and process may consist of the following:

- Information on absence
- Relevant correspondences

## 5. Legal basis for processing your personal information and duration of storage

We only store your personal information in cases where we have a legal basis. Your personal information will not be processed for a longer period than necessary to fulfill the purposes for which the personal information is collected unless we are legally required to do so.

The table below lists the legal basis for the processing of personal information as well as the deletion periods that apply:

Type of processing	Legal basis	Duration of storage
Course administration	GDPR, art. 6, stk. 1, litra b) ( <i>performancxe of contract</i> )	Up to 30 years (according to applicable legislation)
Registration in Job bank	GDPR, art. 6, stk. 1, litra a) ( <i>consent</i> )	6 months

## 6. Cookies

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good user experience when you browse our site and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them, please see our Cookie policy on our website.

## 7. Information Security

We apply appropriate administrative, technical and organizational security measures to protect your personal data that is under our control from unauthorized access, collection, use, disclosure, copying, modification or disposal. All information, you provide us, is stored on secure servers. We are part of the Arriva plc Group and educate our employees on our data privacy policies and procedures. We only permit

authorized employees to access personal data on a need to know basis, as required for their role. We also take the necessary steps to ensure that any service provider, we engage, takes appropriate technical and organizational measures to safeguard such personal information.

## **8. Transfer of personal information to independent data controllers**

We only transfer personal information to independent data controllers if we have a legal basis for it and when it is necessary.

Personal information in accordance with this Privacy Policy may be transferred to the following categories of recipients:

- Public authorities (e.g. municipalities, regions, traffic companies, education centers and SKAT)
- A-Kasser

## **9. Transfer of personal information to data processors in third countries**

We only transfer personal information to data processors in third countries (countries outside of EU or EEC) if we have been provided with adequate and reasonable assurance that the level of protection in the country in question is sufficient and in accordance with the General Data Protection Regulation. If we are using data processors from third countries, the third country will be stated below.

At the time of the latest update of our Privacy Policy, we collaborate with data processors in the following third countries:

- USA

## **10. Rights as a registered**

When we process your personal information, you have the rights as stated by the General Data Protection Regulation:

- to receive information about the data processed by the controller,

- to have personal information about you corrected or erased,
- to withdraw your consent, in cases where the controller is relying on your consent as a legal basis for processing your data,
- to obtain, from the controller, restriction of data processing,
- to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format,
- to complain about the processing of your personal information, including the right to not be subject to automatic decisions or profiling.

In any case, you can contact the responsible for data protection at the data controller. Contact details are found in section 2 under 'Data controller and contact details'.

You also have the right to file a complaint to a supervisory authority. You may find a list of supervisory authorities in the EU and their contact information via the following link: [http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm)

## **11. Updates to this Privacy Policy**

This Privacy Policy may be updated in the future.

You can always see when the Privacy Policy was last updated by checking the "last updated" date displayed at the top of the Privacy Policy. When the Privacy Policy is updated, we ensure that you are informed by a sufficient measure, taking the extent of the changes into consideration.

## **12. Questions**

If you have any questions regarding the Privacy Policy or the processing of personal data in general, you can contact us through the contact details mentioned in section 2 under "Data controller and contact details".