

# Personal data policy

## Processing of personal data

Here you can read how DUF (Danish Youth Council) handles your personal data. All kinds of data and information that can be attributed to you in one way or another is personal data.

The Danish Youth Council is the data controller as defined in the General Data Protection Regulation and is thus responsible for ensuring that your personal data is processed in accordance with the law, including the security requirements. Inquiries regarding the processing of your personal data should be directed to the foundation.

### **What information do we register and why?**

When completing the application form, you will be asked to enter a few information, including your personal data. The personal data is included in the processing of your application for pool funds, including any follow-up communication with you as an applicant or with the other specified contact persons in the organization.

The information we collect about you is necessary for us to carry out a professionally sound and correct application processing.

We collect the following categories of personal data about you:

### **General personal data:**

Name, address, e-mail, telephone number, name of the applicant's organization or association and any CVR number of this and associated bank registration and account numbers. Only in connection with application as a private individual or as a self-organized youth group we also ask for a CPR number and personal bank account.

### **Special categories of personal data ("sensitive data"):**

CPR number and private account information are necessary for case processing if you apply as a private individual or as a contact person for a self-organized youth group.

Other types of sensitive personal data such as racial or ethnic background, political, religious or philosophical beliefs, trade union membership and information about health and sexual conditions or sexual orientation, genetic and biometric data are not collected and will only appear in our case system if you have submitted them of your own volition.

### **Sources:**

We only collect information directly from you via the website's online application form, which you have completed in order for the Foundation to consider the application.

**Purpose of the collection:**

We collect personal data based on the following processing basis:

Article 6.1.f of the General Data Protection Regulation (Personal data necessary for the pursuit of the legitimate interests of the foundation)

and

Article 6.1.c of the General Data Protection Regulation (Personal data necessary for compliance with a legal obligation to report and document grants)

The legitimate interests are:

- to be able to communicate directly in connection with the application processing.
- to be able to use the personal data in connection with the disbursement of funds and during any subsequent ongoing project communication or final reporting.

**Recipients:**

As a rule, we do not share your personal data with others. However, our external

IT suppliers may have access to the information in connection with support. In that case, this will take place within the framework of data processing agreements that comply with the General Data Protection Regulation.

Our external IT suppliers are subject to the requirements of the data protection legislation in the European Economic Area and Switzerland regarding the storage of data from the European Economic Area and Switzerland.

**Storage:**

We store the personal data as long as they serve the above-mentioned purposes: application processing, project communication, project follow-up, tax reporting and accounting.

We only store the CPR numbers of the applicants who receive a grant. Should the application be rejected, we will delete the personal data, including any CPR number, after the case has been processed.

The Foundation is obliged to store accounting and bookkeeping materials for 5 years from the end of the financial year to which the material relates.

**Your rights in relation to personal data**

You have the right to request access to, rectification of or deletion of your personal data.

You also have the right to object to the processing of your personal data and to have the processing of your personal data restricted.

If the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing that took place before you withdrew your consent.

You have the right to receive the personal data that you have provided yourself in a structured, commonly used and machine-readable format (data portability).

You can always file a complaint with a data protection supervisory authority - in Denmark it is the Danish Data Protection Agency - see more at [datatilsynet.dk](http://datatilsynet.dk)

If you wish to exercise your rights, you can contact DUF.

There may be conditions or limitations to the rights mentioned here. This depends on the specific circumstances in connection with the processing activities.

Our contact details are:

Danish Youth Council

CVR no.: 13078513

[Duf@duf.dk](mailto:Duf@duf.dk)

Scherfigsvej 5

2100 Copenhagen Ø

Telephone: 39298888

If you wish to complain about our processing of your personal data, you can complain to the Danish Data Protection Agency, which you can find here: Borgergade 28, 1300 Copenhagen K, tel.: 33193200, or via e-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk).