

## STUDENTHOUSINGAARHUS - PRIVACY POLICY

- **Personal Information**

When you create an application on StudenthousingAarhus.com, we create a case in our IT system. Here we regularly record and process personal data about you, which is initially derived from yourself.

Therefore, we are obliged to inform you about what information we obtain, register, transfer or otherwise process about you. As part of the recording and possibly your tenancy, we process the following information about you:

- Name
- Address
- Date of birth
- Email address
- Application number
- Telephone number
- Information about your partner, if relevant
- Number of children
- CPR number (if you give consent for this)

Information about whether the housing has been assigned by the municipality or if you have a municipal tenant deposit loan is also recorded.

We also treat information about your educational status in accordance with applicable law in the field.

There are several situations where we may process information about your financial circumstances. This may be information about you receiving support for payment of the tenant deposit, being in arrears with rent or other mandatory payments, or about any other due debt.

We may also process information about special needs, including disabilities that require the housing to be specially adapted. This information can be statements from a doctor, psychiatrist, psychologist, or social worker. Such information can be processed to clarify whether you meet the criteria that in some cases gives you priority for housing or entitles you to housing with special adaptations. We process this information about you if you apply for a dispensation of the admission criteria through The Regional Nomination Committee (RIU), which is administered by Kollegiekontoret.

We also process information about special needs if you are applying for start-up housing. Such information may be statements from a doctor, psychiatrist, psychologist, or social worker. We process this information about you if you apply for start-up housing under the law on council housing, section 52, paragraph 1.

All personal information is handled in concordance with the issued guidelines of the Data Protection Regulation cf. The Danish Data Protection Act, section 6, paragraph 1, and the Danish Data Protection Act article 6, paragraph 1, schedule b and f.

- **To get your application deleted**

If you have not reapplied 6 months in a row, your application will be deleted. You can at any time request for your application to be deleted.

The applications to RIU and to start-up housing are deleted at the latest 6 months after receipt if the application does not result in a housing offer. If you move into start-up housing or receive a home on special conditions through RIU, please refer to either Kollegiekontoret's personal data policy or the personal data policy of the relevant housing organization you move into.

- **Security, etc.**

StudenthousingAarhus has implemented both technical and organizational security measures. These aim to protect your personal information from accidental and illegal destruction, loss, or deterioration, as well as from coming to the knowledge of unauthorized parties, being misused, or otherwise treated in violation of the personal data regulation.

This includes, among other things, that we have several security procedures, such as using firewalls, virus protection, anti-spyware programs and other measures that ensure protection against malicious exploitation of vulnerabilities in the IT programs used, etc.

- **Purpose of collection**

The purpose of collecting your information, except for your CPR number, is as follows:

- Creation of you as a user on StudenthousingAarhus and administration of your search for a possible housing at Kollegiekontoret.

The purpose of collecting your CPR number is as follows:

- Registration of your occupancy at Kollegiekontoret and registration of your lease with an electricity supplier for the purpose of electricity supply.
- Our ability to find you in the system for matters concerning StudenthousingAarhus.com
- Pay out your potential credit note at the Kollegiekontoret via NemKonto.
- Search for information about your new address in the CPR register in connection with you moving out if you have not provided the information yourself.

- **Data controllers and data processors**

StudenthousingAarhus, c/o Kollegiekontoret i Aarhus, Hack Kampmanns Plads 1-3, 1st floor, 8000 Aarhus C, CVR number 18139405, is the data controller.

- **Rights for you as a registered individual**

The Data Protection Regulation grants you various rights when we process your personal data electronically. And the law imposes certain obligations on us, such as informing you that we have collected or will collect personal data about you.

In this regard, you have the right to:

- request access to the information we have about you, which we have collected and used in our processing of your application (see Article 15 of the Data Protection Regulation)
- request that we correct the personal information we have processed about you (see Article 16 of the Data Protection Regulation)
- request that we delete the personal information we have about you (see Article 17 of the Data Protection Regulation)
- request that we limit our processing of your personal data (see Article 18 of the Data Protection Regulation)
- request data portability to the extent that this may become relevant (see Article 20 of the Data Protection Regulation) and
- object to our processing of your personal data (see Article 21 of the Data Protection Regulation).

If you have given consent for the processing and transfer of your CPR number, we would also like to inform you about the following:

This is a voluntary consent, which means that you can at any time withdraw your consent in accordance with Article 7, paragraph 3 of the Regulation and thus have your CPR number deleted by contacting StudenthousingAarhus/Kollegiekontoret.

Your personal data will be processed with the necessary security and confidentiality in accordance with Article 32 of the Data Protection Regulation, and the information will only be accessible to a limited number of employees for whom access to personal data is necessary and relevant.

In case you have any questions regarding the above or your rights under the Personal Data Regulation, you can always contact StudenthousingAarhus by email: [info@studenthousingaarhus.com](mailto:info@studenthousingaarhus.com) or phone: +45 86 13 21 66.

You can read more about the Personal Data Regulation on the Danish Data Protection Agency's website [www.datatilsynet.dk](http://www.datatilsynet.dk). The Danish Data Protection Agency is the authority that can ultimately assess whether your personal data is being processed legally, for example as part of a complaint case.

The Danish Data Protection Agency's contact information is:

Datatilsynet

Carl Jacobsens Vej 35

2500 Valby

Phone: 33 19 32 00

E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)