

## Processing of your personal information in connection with your internship

In connection with the payout of subsidies for internship on ships to the ship owner with whom you have entered into a training agreement, the ship owner and the Danish Agency for Higher Education and Science will process personal information about you. The data processing takes place in accordance with the General Data Protection Regulation (the GDPR)<sup>1</sup> and the Danish Data Protection Act.<sup>2</sup>

### The Data Controllers

The ship owner is the data controller when it collects your personal data with the aim of passing on the data to the Danish Agency for Higher Education and Science. Danish Agency for Higher Education and Science is the data controller when the Agency process your personal data with the aim of pay out subsidies for the internship to the ship owner. The ship owner as well as the Agency are thus responsible for ensuring the processing of personal data takes place according to the rules.

If you have questions about the processing of your information or want to exercise your rights, you can either contact the ship owner where you have been an intern or contact the Agency here:

The Danish Agency of Higher Education and Science

Haraldsgade 53

2100 København Ø

CVR: 34042012

Phone: +45 7231 7800

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

### Data Protecting Officer (DPO)

If you have general questions about the rules on data protection including questions about your rights in relation to the processing of your information, you can contact the ship owner where you have been an intern or the Danish Agency for Higher Education and Science. The Agency has a DPO who among other things advises the Agency on rules for processing personal data. You can contact the Agency's DPO here:

E-mail: [dpo@ufm.dk](mailto:dpo@ufm.dk)

Phone: 7231 8909

Letter: Letter to the Data Protection Officer of the Danish Ministry of Higher Education and Science "att. Data Protection Officer".

### Complaint to the Danish Data Protection Agency

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<sup>1</sup> Article 28(3) of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.  
<sup>2</sup> Act No. 502 of 23 May 2018 on supplementary provisions to the regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (the Data Protection Act).

If you believe your personal data is not processed in the right manner, you have the right to file a complaint to the Danish Data Protection Agency. You can contact the Danish Data Protection Agency here:

The Danish Data Protection Agency  
Carl Jacobsens Vej 35,  
2500 Valby  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

### **Purpose and legal basis for processing data**

The purpose of the ship owner's data processing is to have an employment contract/internship agreement with the student. The purpose of the Danish Agency for Higher Education and Science's data processing is to pay out subsidies for internship to the ship owners that have hired students in paid internships. The Agency needs to be able to identify students in order to be able to check that students do not exceed the limit of 365/366 days of seagoing service and that they are EU/EEA citizens.

The legal basis for the ship owner's as well as the agency's processing of personal data are:

- The Danish Act on Maritime Education Programmes §§ 17 and 23a.
- The Danish Order on Maritime Education Programmes § 15.
- The Danish Order on Subsidies for Internships on Ships § 5 and § 9.
- The Data Protection Act's article 6, libra b and libra e about necessary processing of data for the performance of a contract to which the data subject is party and necessary processing of data for the performance of a task carried out in the public interest imposed on the data controller.

### **Categories of registered persons**

The ship owner and the Danish Agency for Higher Education and Science process data about students who have had paid internships on ships.

### **Categories of personal data**

The ship owner and the Danish Agency for Higher Education and Science process data such as:

- The period of the student's internship and the student's seagoing service
- Name of the student
- The student's maritime education programme
- The student's social security number

### **Further passing of information**

The information may be passed on for the purpose of research and statistical information as pseudonymised information.

### **Where does the information come from?**

The information is passed on to the agency from the ship owner where the student has been an intern so the agency can payout the internship subsidy to the ship owner.

### **Retention of personal data**

The shipping company and the Agency keep your personal data for as long as it is necessary in relation to the pay out of the of subsidies for the internship and as long as the agency as a public authority is obliged to do so in accordance with the law.

The agency records documents with personal data in accordance with the rules of the Danish Act of Public Access to Information and submits the information to the archival authorities in accordance with the rules of the Danish acts for archiving (approximately every 5 years). After handing over the information to the archive authorities, the Danish Agency for Higher Education and Science keeps a copy for approx. 5 years after which the agency deletes the information.

## **Rights**

When the ship owner and the agency process your personal information, you have certain rights. To exercise these rights please contact the two parties concerned.

### **The right of access by the data subject**

You have the right to get access to the processing of your personal data. This means that you have the right to know whether the ship owner or the agency processes information about you. In that case, you also have the right to see the information and receive a number of additional information about the processing.

### **The right to rectification**

The ship owner and the agency must process correct and up-to-date information. Should it turn out that they process incorrect information about you, you have the right to have the information corrected. Similarly, you have the right to have incomplete information about you made complete.

### **The right to erasure**

In certain cases, you have the right to have your personal data deleted before the time of the ship owner's and the agency's general deletion. It must be noted, however, that the agency as a public authority is subject to rules that in many cases disallow the agency from deleting processed information.

### **The right to restriction of processing**

In certain cases, you have the right to have the processing of your personal data restricted. If so, the Agency and the ship owner in the future can only process information - apart from storage - with your consent or for the purpose of legal claims being established, asserted or defended or to protect a person or important public interests.

### **The right to object**

In certain cases, you have the right to object the Agency's or the ship owner's otherwise lawful processing of your personal data.

### **The right to data portability**

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to have this personal information transferred from one data controller to another without hindrance. It must be noted, however, that in most cases the right will not apply to proceedings with public authorities including the agency.