



## Information about Your Rights

### Your Letter from Danish Agency for Higher Education

You have received a letter from Danish Agency for Higher Education.

The reason for the Agency's letter could be that you have filed a complaint with your educational institution. The letter from the Agency informs you whether we will review your complaint, and in that case, an estimation of when you can expect to receive an answer.

The reason for the Agency's letter could also be that you have been mentioned in a complaint, which we have received from somebody else. In that case, we will inform you that you have certain rights, because we have processed personal data about you, and because the information is now available in our electronic files.

The Act on Processing of Personal Data (law no. 429 of 31 May 2000) describes your rights. The act implements an EU directive (no. 95/46/EC on the protection of individuals with regard to the processing of personal data and on the free movement of such data).

### Your Rights

The Agency's handling of documents is mainly electronic, which gives you certain rights.

You are entitled to the information that we have collected personal data about you, and that we have saved it in our IT-system.

You have a right to be informed of the nature of the personal data about you that we have collected and used in our handling of documents, and you have a right to see the documents in which the information appears.

You are entitled to ask us to correct or delete the information, if you think that it e.g. is erroneous or gives a false impression, and the Agency is obligated to consider your request.

Danish Agency for Higher  
Education

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E-mail [uds@uds.dk](mailto:uds@uds.dk)  
Website [www.ufm.dk/en](http://www.ufm.dk/en)

CVR no. 3404 2012



## **Our Working Method**

If we receive a case from an educational institution that concerns you directly or in which your name has been mentioned, we file your name and possibly your address in our IT-based case management system.

In order to enable us to review a complaint, we may need further information from either you or your educational institution.

In that case, we will ask either the complainant or the educational institution to send us the additional information needed.

Please note that in the Ministry of Higher Education and Science, all employees are bound by professional confidentiality.

Danish Agency for Higher  
Education

## **Contact us**

If you have any questions about your rights, you are welcome to call us. Ask for the officer who wrote to you. The name of the officer appears on the right-hand side of the letter, which we sent to you.

Phone no.: +45 72 31 78 00

If you require information about the specifics of a case in which we have filed information about you, you can write to us at the following address:

Danish Agency for Higher Education  
Centre for Law  
Bredgade 43  
1260 København K

e-mail: [jur@uds.dk](mailto:jur@uds.dk)

Our website, [www.ufm.dk](http://www.ufm.dk) provides further information about the reviewing process of complaints.

Read more about the Act on Processing of Personal Data on the website of The Danish Data Protection Agency (Datatilsynet), [www.datatilsynet.dk](http://www.datatilsynet.dk).