**GDPR-skabelon til Introsider**

# Udfyld de afsnit, der er relevante jeres løsning; Indsæt jeres oplysninger i felterne markeret med grå. Redaktøren for introsiden kan derefter oprette GDPR-teksten i DIA under fanen ’Persondata’.

# **Information about our processing of your personal data**

**We are the data controller – how do you contact us?**

[Indsæt navn på den dataansvarlige] is the data controller for the processing of the personal data we have received concerning you. Our contact details are available below.

[Indsæt navn]

[Indsæt adresse]

[Indsæt adresse]

CVR-nr.: [indsæt]

Telefon: [indsæt]

Mail: [indsæt]

**Contact information of the data protection officer**

If you have any questions regarding our processing of your data, please feel free to contact our data protection officer.

You can contact our Data Protection Officer in the following ways:

By e-mail: [Indsæt databeskyttelsesrådgiverens e-mail]

By telephone + 45: [Indsæt databeskyttelsesrådgiverens telefonnummer] ]

By letter: [Indsæt postadresse]

**The purposes of, and legal basis for the processing of your personal data**

We process your personal data for the following purposes:

[Beskriv formål – der kan godt være flere]

The basis in law for our processing of your personal data ensues from:

[Beskriv retsgrundlaget/retsgrundlagene for behandlingen, herunder f.eks. kapitlet i den lov eller bekendtgørelse, der pålægger jer at indsamle personoplysningerne. Hvis behandlingen er baseret på databeskyttelsesforordningens eller databeskyttelseslovens behandlingsbestemmelser, skal I henvise til den relevante bestemmelse heri.]

**Categories of personal data**

We process the following categories of personal data about you:

[Beskriv kategori/kategorier af personoplysninger, som I behandler om de registrerede, herunder om de personoplysninger, I har indsamlet, er almindelige personoplysninger, oplysninger om straffedomme og lovovertrædelser eller særlige kategorier af personoplysninger (følsomme personoplysninger)].

**Recipients or categories of recipients**

We disclose your personal data or make it available to the following recipients:

[Beskriv hvis muligt konkret modtager/konkrete modtagere eller kategorier af modtagere, f.eks. ”politiet”, ”andre offentlige myndigheder”, ”rådgivere” eller ”databehandlere”].

**Data flow to and from countries outside the European Union**

We will transfer personal data to recipients outside the EU and the EEA.

These are [indsæt modtagere i tredjelande] located in [indsæt tredjelande].

We can inform that [indsæt oplysninger om, hvorvidt Kommissionen har truffet
afgørelse om tilstrækkeligheden af beskyttelsesniveauet, eller i tilfælde af overførsler i henhold til databeskyttelsesforordningens artikel 46, 47 eller 49, stk. 1, andet afsnit, en henvisning til de fornødne eller passende garantier, og hvordan den registrerede kan opnå en kopi heraf, eller hvor garantierne er blevet gjort tilgængelige].

**The source of your personal data**

[Beskriv hvilken kilde personoplysningerne hidrører fra, og eventuelt hvorvidt de stammer fra offentligt tilgængelige kilder. Hvis ikke der kan informeres om personoplysningernes oprindelse, fordi der er anvendt forskellige kilder, bør der gives generelle oplysninger].

**Storage of your personal data**

Vi storage your personal data for [beskriv tidsrum].

(Hvis det ikke er muligt at fastsætte et konkret tidsrum brug i stedet teksten nedenfor)

Currently, we cannot say how long we will keep your personal data. However, we can inform you that we will emphasise [beskriv kriterier, der anvendes til at fastlægge tidsrum], how long your data is necessary for the case when determining how long the data will be kept.

**Automatic assessment and profiling**

We employ automatic assessments, such as profiling, in order to [beskriv i hvilke tilfælde automatiske afgørelser, herunder profilering kan forekomme].

[Beskriv logikken i de automatiske afgørelser, herunder profilering, samt betydningen og de forventede konsekvenser af en sådan behandling for den registrerede].

**Your right to withdraw information**

If personal information about you has been submitted, you have the right to withdraw your consent at any time. This can be done by contacting us.

If you choose to withdraw your consent, it does not affect the lawfulness of our processing of your personal data based on your previously given consent and up to the time of the withdrawal. Therefore, if you withdraw your consent, it will only take effect from this time.

**Your rights**

Pursuant to the General Data Protection Regulation, you have several rights in relation to our processing of data concerning you. If you wish to exercise your rights, you must contact us.

Right of access

* You have the right to obtain access to the data we process concerning you, together with a number of other data.

 Right to rectification (correction)

* You have the right to have incorrect data concerning you rectified.

 Right to erasure

* In special cases, you have the right to have data concerning you erased before the time of our ordinary general erasure.

 Right to restriction of processing

* In certain cases, you have the right to restrict the extent to which we process your personal data. If you have the right to restrict processing, we will henceforth only process information with your consent – with the exception of storage – or if a legal claim can be established, exercised or defended, or to protect a person or important public interests.

Right to object

* In certain cases, you have the right to object to our processing of your personal data.

 Right to transmit data (data portability)

* In certain cases, you are entitled to receive your personal data in a structured, commonly used and machine-readable format, and to have this personal data transmitted from one data controller to another without hindrance.

You can read more about your rights in the Danish Data Protection Agency's guidance on rights of data subjects, available at [www.datatilsynet.dk](http://www.datatilsynet.dk/).

**Complaints to the Danish Data Protection Agency**

You have the right to complain to the Danish Data Protection Agency if you are not satisfied with the way in which we process your personal data. The contact details of the Danish Data Protection Agency are available at [www.datatilsynet.dk](http://www.datatilsynet.dk/).