

DATA PROTECTION NOTICE – APPLICANTS/GRANTEES

This information notice covers the following grants:

- **Fulbright Program**
- **Thanks to Scandinavia**
- **Crown Prince Frederik Fund**

This information notice describes how THE COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN DENMARK AND THE UNITED STATES (FULBRIGHT DENMARK), and if applicable THANKS TO SCANDINAVIA (TTS) and/or CROWN PRINCE FREDERIK FUND (CPFF), will process your personal data in the context of your current or former Applicant/Grantee relationship with FULBRIGHT DENMARK, and if applicable TTS and/or CPFF.

1. Purposes of processing

FULBRIGHT DENMARK, and if applicable TTS and/or CPFF, will process your personal data for general administration of your application and stay (if selected) in Denmark/USA as a Grantee of the grant programs listed above.

2. Personal data processed

We collect and process personal data (“**Personal Data**”) about you when you apply for a Grant under the auspices of FULBRIGHT DENMARK, and if applicable TTS and/or CPFF, and during your Grantee period. This includes (where applicable for the given program):

- i. Your name
- ii. Your photo
- iii. Your gender
- iv. Your CV
- v. Your age/date of birth
- vi. Your marital status/history
- vii. Details of dependents
- viii. Your medical form
- ix. Your private health/travel insurance information (beyond ASPE-information)
- x. Your appraisals/annual reviews

- xi. Your bank account details/financial situation
- xii. Your academic history
- xiii. Your home address, email address and phone number
- xiv. Your professional references
- xv. Your emergency contact information
- xvi. Your passport/ID details
- xvii. Immigration status and, if applicable, all information necessary in the framework of Grantee authorization and residence permit.

3. LEGAL BASIS FOR PROCESSING

We process this personal data for the following purposes:

a. For purposes which are required by law:

- i. To fulfil legal citizen and residence permit in Denmark during your Grant period; to assist in preparing for the academic stay in the USA re. visa application (applicable for the Fulbright Program) / to fulfil legal citizen and residence permit in the USA during your Grant period (applicable for TTS and/or CPFF)

b. Where you give consent:

- i. Any particular production posted by FULBRIGHT DENMARK on our website or social media platforms containing your Personal Data (name, photograph, likeness, field of study, etc.) in order for FULBRIGHT DENMARK to promote its brand, and if applicable TTS and/or CPFF, and/or after having attended an event.

c. To fulfil a contract, or take steps linked to a contract. This includes services rendered/offered by:

- i. External service for prevention and protection work
- ii. Social secretariat
- iii. Hospitalization insurance
- iv. To share personal data with organizations for purposes of managing an event (example given: sending name/email to event organizers, sending passport numbers to NATO/EU)
- v. As required by Fulbright Denmark to conduct our business and pursue our legitimate interests, in particular:
- vi. Carrying out evaluations or appraisals
- vii. Exchanging contact details with donors

- viii. Monitoring computer, email and internet use to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law
- ix. Investigating any complaints received from you or from others, about our services
- x. Using data in connection with legal claims, compliance, regulatory and investigative purposes as necessary (including disclosure of such information in connection with legal process or litigation)

4. Recipients or categories of recipients

Your Personal Data may be shared with:

- i. Academic, research and other institutions
- ii. External selection committees
- iii. Attorneys or legal counsel representing FULBRIGHT DENMARK, and if applicable TTS and/or CPFF
- iv. Courts, tribunals. (arbitration) commissions, government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interest in compliance with applicable laws
- v. Third party service providers, who will process Personal Data on behalf of FULBRIGHT DENMARK, and if applicable TTS and/or CPFF, for the purposes identified above. Such third parties include our social secretariat, insurance companies (e.g. hospitalization insurance, occupational work accident insurance, external service provider for protection and prevention at work, external accountant (for accounting and bookkeeping activities) etc.)

5. Details of data transfers outside the EU

Your Personal Data may be transferred outside the EU to:

- i. The United States of America

Where information is transferred outside the EU and where this is to a third party, stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or Binding Corporate Rules. A copy of the mechanism can be provided for your review on request to FULBRIGHT DENMARK.

6. Security

FULBRIGHT DENMARK will implement, and undertakes that its data processors implement, appropriate technical and organizational measures to ensure appropriate level of security of your Personal Data.

7. What rights do you have?

Pursuant to the data protection legislation, including the EU General Data Protection Regulation 2016/679 (“**GDPR**”) as well as any legislation and/or regulation implementing or created pursuant to the GDPR, or which amends, replaces, re-enacts or consolidates any of them, and all other national applicable laws relating to processing of personal data and privacy that may exist under applicable law, including not limited to the Danish Act on the protection of personal data of 1. July 2007, several rights are recognized, which you can in principle exercise free of charge, subject to statutory exceptions. In particular, you have the following rights:

- i. Right to access, review, and rectify your Personal Data. You may be entitled to ask us for a copy
- ii. Right to erasure: you have the rights to erasure of all the Personal Data initially collected or processed
- iii. Right to object to or restrict processing: under certain circumstances described in the data protection legislation, you may ask for a restriction of processing or object to the processing of your Personal Data
- iv. Right to data portability: you have the right to receive the Personal Data processed in a format which is structured, commonly used and machine-readable and to transmit this data to another service provider
- v. Right to no automated decision-making: you have the right not to have decisions made about you using automated means
- vi. Right to withdraw consent: Wherever we rely on your consent, you will always be able to withdraw that consent (incl. consent to direct marketing). Note that we may have other legal grounds for processing your data for other purposes, such as those set out above (see section 3)

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interest in keeping.

To exercise any of these rights, you can get in touch with us, using the contact details set out below.

If you have unresolved concerns, you have the right to lodge a complaint with an EU Data protection authority where you live, work or where you believe a breach may have occurred. This is likely to be the Danish Data Protection Agency.

1. Identity and contact details of the Danish Data Protection Agency

Datatilsynet
Carl Jacobsens Vej 35
2500 Valby
Denmark
E-mail: dt@datatilsynet.dk
Tel: +45 33193200

8. How do you get in touch with us?

We hope that we can satisfy queries you may have about the way we process your data. If you have any queries or concern about the way we process your personal data, you can get in touch by email or by writing. Please use any of the following contact details:

1. Identity and contact details of FULBRIGHT DENMARK

Fulbright Center Denmark
Nørregade 7A, 1. tv.
1165 Copenhagen K
Denmark

With representatives of FULBRIGHT DENMARK

Marie Mønsted
Executive Director
E-mail: Monsted@fulbright.dk

2. Identity and contact details of TTS

Thanks to Scandinavia
2218 Broadway, Suite 205
NYC, NY 10024
USA

With representatives of TTS

Kelly Ramot
Executive Director
E-mail: Kelly@Thankstoscandinavia.org

3. Identity and contact details of CPFF

Crown Prince Frederik Fund
Fulbright Center Denmark
Nørregade 7A, 1. tv.
1165 Copenhagen K
Denmark

With representatives of CPFF

Marie Mønsted
Vice President of the Selection Committee of the Crown Prince Frederik Fund
E-mail: Monsted@fulbright.dk

9. The retention period for the data

Where we process Applicant/Grantee related data, we do this through the conclusion of the application process and, if applicable, during your Grantee period and 7 years after this.

Where we process personal data with your consent, we process the data for as long as required to perform the purposes for which the personal data was collected or until you ask us to stop and for a short period after this (to allow us to implement you request). We also keep a record of the fact that you have asked us not to process your data indefinitely so that we can respect your request in future.

Where we process personal data in connection with performing a contract, we keep the data for 7 years from your last interaction with us.

Where we process personal data in the context of a lawsuit related to the grantee relationship, we retain it until all ways of redress have been exhausted and/or reached their statute of limitations and for 7 years after this.

Name: _____

Location and Date: _____

Signature*: _____

*Signature to be preceded by "Read and understood"
[Read and understood, signature]

CONSENT FORM – APPLICANTS/GRANTEES

I, hereunder signed, confirm having received, read and understood the data protection information notice, setting out the specifics regarding:

1. The purpose of processing personal data (“why”):
2. The personal data processed (“what”):
3. The legal basis for personal data processed:
4. The possibility to withdraw consent or otherwise object to using any personal data for direct marketing:
5. The recipients or category of recipients:
6. The details regarding transfer of personal data outside of the EU:
7. Security measures:
8. The relevant contact details: and
9. The retention period of personal data:

As provided to me by THE COMMISSION FOR EDUCATIONAL EXCHANGE BETWEEN DENMARK AND THE UNITED STATES (FULBRIGHT DENMARK)

I, hereunder signed, in light of the above, expressly confirm as follows to FULBRIGHT DENMARK with regard to the processing of my personal data by FULBRIGHT DENMARK, which I may volunteer during my Applicant/Grantee period, through the conclusion of the application process and, if applicable, during my Grantee period and 7 years after this.

___ I do **not** Consent

___ I **Consent**

Please indicate your preference by ticking either of the boxes:

Name: _____

Location and Date: _____

Signature*: _____

***Signature to be preceded by “Read and understood”**

[Read and understood, signature]