

# Data policy in student administration

Description of enrollment process and the registration and treatment of data at Roskilde Festival Højskole (RoFH).

## How is the student data treated upon enrollment?

The student registers through a form on RoFH's website, where he or she is also informed that we use their data such as name, social security number. etc. for specific purposes such as subsidies, reimbursements, marketing etc. With the application, the student gives consent that RoFH may use personal data for these purposes and to improve the folk high schools marketing (p. 2, appendix 1), and the student also gives consent that photos and videos of the person concerned during their stay at the folk high school may be used for marketing purposes and ( p. 3, appendix 2).

### 4. Enrollment

- a. Personal information from the enrollment formula will be moved directly to the student database (p. 2).
- b. Following information will be stored anonymously on the web database with the purpose of optimizing RoFH's branding: information about gender, city, education, courses and where the student has heard of RoFH.

### 5. Registration in database of students

- a. When the registration fee has been paid, the student will be registered in the student database.
- b. If the student deregisters they can ask for their personal information to be deleted.
- c. After the course has ended all sensitive personal information will be deleted (information on health, political orientation etc.)
- d. Regular personal information will be kept for later use, for example course certificate (name, birthday, information on courses and contact information).
- e. The student can at any time ask for their information to be edited or deleted.

### 6. Internal lists

- a. Student list for the course with regular personal information for teachers and administrative personnel (name, birthday, information on course and contact information).
- b. The student can at any time ask for their information to be edited or deleted. After the course has ended all sensitive personal information will be deleted (information on health, political orientation etc.)

Student administrator, business manager and headmaster has access to all information about the students. Regular information such as name, social security number etc. will be handled in the student system, for the sake of reporting to the Ministry of Culture, who provides subsidies based on the number of students. The student database is a closed system that only they have access to.

Information will only be passed on when it is relevant, fx if a student is allergic to a certain type of food, there has to be taken into consideration. The names will not be passed on without consent from the student, but the information will.

There will be situations where information on a student has to be passed on, ie. when the student has a mentor at RoFH and the mentor has to know about social incapacibilities or a diagnosis to work with the student. This will also be noted in an action plan from the student counselor. The rule of confidentiality applies to the mentor, therefore the information will not be passed on further.

## Appendix 1

### Storing of personal data

***We are obligated to communicate clearly about how we handle the data applicants provide, and notify which data processor we collaborate with.***

#### **Regular information**

The school has to gather information about the student and holder of parental authority when registering. The school will only use this information to fulfill their obligations as a school.

Overall the school gathers general personal information about the student, such as name, address, phone number, email address, nationality, education and other necessary information to uphold the school offer.

The school also needs the student's social security number. When the school gathers the student's social security number, it is mainly because of the school's obligations towards the Ministry of Culture regarding the application for subsidies, to make sure the same student is not enrolled in multiple schools.

The school will store these data forever, since the school has a obligation to make a course certificate at any time for a student whose stay was 4 weeks or more cf. "Højskoleloven" § 15, pcs 5.

For students on courses shorter than 4 weeks, the information will be stored for 5 years since this information is linked to the school's financial accounting and reporting obligation.

Sensitive personal information will be deleted after the course ends.

#### **Declaration of consent**

Declaration of consent by registering as a student on RoFH.

Your personal information will be stored in secure servers by authorized data processors and will only be used for internal use by the data responsible (RoFH).

When registering you consent to your personal data being stored in internal databases and lists by data responsible and data processors. After the course has ended all sensitive personal information will be deleted (information on health, political orientation etc.).

Regular personal information (name, social security number, information on course and contact information) will be saved for the school's annals, to be used for course certificates and development of the school's profile and marketing as well as later correspondence with the student (fx invitation to anniversary).

The student has the right to ask the school to delete personal information from internal lists and after the end of your stay to ask the school to edit or delete your personal information.

We have data processing agreements with following data processors, who do not have rights to use your personal information for other purposes:

- **Simply.com**  
(forwarding of personal information and storage of anonymised information)
- **KOMiT**  
(storage of personal information in the student database of the free schools)
- **SkoleIT**  
(storage of internal lists)
- **Eksakte**  
(webdeveloper)

# Appendix 2

## Marketing material

RoFH's communication manager is dependent on being able to use pictures and videos from the school freely and responsibly. We strive to ask the students regarding portraits but regarding situation pictures and videos it can be difficult to gather consent. Therefore we gather consent via this formula to ease the work.

### **Declaration of consent**

By registering the student gives consent to the pictures and videos, either situational or portraits produced during the course, can be published for digital marketing purposes for RoFH, fx on the school's web page and facebook page, Youtube channel and Instagram profile etc.

Furthermore you give consent to marketing on printed matter, fx news letter, welcome letter or other externally targeted informative material.

You can at any time withdraw your consent by email. If you let us know that you no longer want a photo fx on our web page, we will take it down as fast as possible. The consent can only be withdrawn forward. If the photo has been used on printed matter, the photo can be removed by reprint.