

PRIVACY POLICY

1. What is a privacy policy?

A privacy policy describes what kind of personal data that are processed, how the personal data will be processed, who is responsible for the processing of personal data, which rights you have as a registered and who to contact about your personal data.

Personal data means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, particularly to an identifier such as name, telephone number, e-mail address, IP-address, etc.

Processing personal data means any operation or set of operations which is performed on personal data or on sets on personal data, such as collection, organisation, storage, etc.

2. Data controller

Western Norway University of Applied Sciences (HVL) is the data controller when we process your personal data.

3. Purpose and lawfulness of processing

3.1 Purpose

The purpose of the processing of your personal data is to register your information for the payment of Erasmus scholarships at student exchange, and to have information about you and your emergency contact in case of emergencies when you are a part of a student exchange at HVL.

3.2 Lawfulness of processing

We will process your personal data based on your consent, cf. General Data Protection Regulation Art. 6 no. 2 (a).

4. The processing of personal data

4.1 Personal data

For the persons who will only fill out the medical certificate, we will collect the following information:

- Name
- Insurance information

For the persons who will receive Erasmus scholarship, we will collect the following information:

- Address
- Telephone number
- E-mail address
- Bank account number

4.2 How your personal data will be processed at HVL

Only employees at HVL will have access to your personal data and process your data. We will process your personal data confidentially and in accordance with national legislation (the Personal Data Act) and the General Data Protection Regulation.

4.3 Retention of personal data

HVL will ensure secure storage of your personal data.

Your personal data can be stored for 6 months after you return from your exchange period. Information about your emergency contact will be deleted within 1 month after you return from your exchange period.

5. Your rights

5.1 Right of access by the data subject

You are entitled to receive information on how HVL processes your personal data. This privacy policy is intended to contain the information you are entitled to receive. You also have the right to access all personal data registered about at HVL. You have the right to be provided with a copy of your personal data.

5.2 Right to rectification

You have the right to rectification of inaccurate personal data. If you believe we have registered inaccurate personal data, please contact us. It is important that you justify and possibly document why you believe the personal data is incorrect or incomplete.

5.3 Right to restriction of processing

You may be entitled to request that the processing of your personal data is restricted. Restriction of personal data means that your personal data is still stored at HVL, but the possibilities for further use and processing are limited. If you believe that your personal data is incorrect or incomplete, or you have objected the processing, you have the right to request that the processing of your personal data be temporarily restricted. That is, processing will be restricted until we may have corrected your personal information, or have considered whether your protest is warranted. In other cases, you may also require a more permanent restriction on your personal information. In order to have the right to demand the limitation of your personal data, the terms of Article 18 of the Privacy Regulation must be fulfilled. If we receive a request from you about limitation of personal data, we will assess whether the terms of the law are fulfilled.

5.4 Right to erasure

You may have the right to request that we erase your personal data. The right to erasure is not an unconditional right, and whether you have the right to erasure must be considered in accordance with national legislation (the Personal Data Act) and the General Data Protection Regulation. If you want your personal data erased, please contact us. You must justify why your personal data should be erased and, if possible, also indicate which personal data you want to have erased. We will then consider whether the legal requirements are met. There may be exceptions in the legislation on the right to erase. This may be the case, for example, when we have to store personal information in order to fulfil a task we are required by national legislation (e.g. universitets- og høyskoleloven), or to safeguard interests such as archiving, research and statistics.

5.5 Right to object

You have the right to object to the processing of your personal data if you have a reason which indicate that the processing of personal data must stop. Examples might be situations where you have a need of protection, confidential address, or similar. The right to object is not an unconditional right, and it will depend on the legal basis for the processing and if you have a need for protection. If you object the processing of personal data, we will consider whether the legal conditions are fulfilled. If the conditions are fulfilled, we will stop the processing of your personal data. You may also request erasure of your personal data. Please note that in some cases we may make exceptions of erasing the data, for example if we are obliged to store data in order to fulfil a task which is required in accordance with national legislation (e.g. Universitets- og høyskoleloven), or to safeguard interests such as archiving, research and statistics.

5.6 Right to lodge a complaint

If you believe that we have processed your personal data incorrect and illegal, or if you believe that we have failed to fulfil your rights, you have the right to lodge a complaint. You will find our contact information below this section. If we do not meet your complaint, you have the right to lodge your complaint with a supervisory authority, the Data Protection Authority (Datatilsynet).

6. Contact Information

6.1 The data controller - HVL

If you want to exercise your rights set out in section 5 ("Your rights"), or you have questions or comments regarding this privacy policy, please contact us at int-adm@hvl.no.

6.2 Data Protection Officer

The Data Protection Officer at HVL can be contacted about questions regarding the processing of your personal data and your rights. The Data Protection Officer can be contacted at personvernombud@hvl.no.