

Privacy Policy

1. Introduction

At UCplus we protect your information and therefore process your personal information with due respect for your privacy and in full compliance with the Data Protection Regulation and other legislation.

This Privacy Policy describes what personal information, we process about you and how we process them. We therefore ask you to read this Privacy Policy thoroughly.

2. Data controller and contact details

First of all we may inform you, that the data controller for the processing of your personal information in accordance with this Privacy Policy is:

UCplus A/S
Cvr-nr: 21620378
Mileparken 12 A
2740 Skovlunde
Danmark

The responsible for data protection at the Data Controller may be contacted via:

Persondatabeskyttelse@arriva.dk

Or alternatively by sending a letter marked 'Persondatabeskyttelse' to the address stated above.

3. Definition of 'personal information' and 'processing'

'Personal information' is any form of information about an identified or identifiable natural person. It includes, for example, your name, your address, your phone number and your email address. In contrast, an information about the number of users on a website, for example, is not a personal information because it is not a specific identifiable physical person.

'Processing' constitutes any form of processing of personal data such as collection, storage, disclosure and deletion of personal data.

4. Processing purpose and categories of personal information

The collection and subsequent processing of your personal information is for the purpose of managing you as a course student in our administrative systems.. The purpose includes inter alia like sign ups, sending welcome letters or information and make necessary reporting to relevant institutions and authorities.

We collect and process the information you provide to us, for example via website, app, letter, over the phone or via e-mail. The personal information you provide to us may constitute the following categories:

- Name
- Cpr-number
- Address
- Contact information (private e-mail/phone number)
- Driving license number if required in the Traffic, Construction and Housing Agency's evidence management system or completion of driving license application
- Nationality
- Personal description (for example Danish level, job wishes and professional experience)
- Health information, if it is important for your course attendance
- Membership of A-Kasse, if you wish to be registered in our job bank
- Portrait photo

We collect and process the information about you, as we regularly receive by virtue of your course attendance. The personal information we continuously collect and process may consist of the following:

- Information on absence
- Relevant correspondence

5. Legal basis for the processing of your personal information and deletion periods

We store your personal information only if we have legal basis, and your personal information will not be processed for a longer period than necessary to fulfil the purposes for which the personal information is collected, unless we are legally required to do so.

The table below lists the legal basis for the processing of personal information as well as the deletion periods that apply:

Processing type	Legal basis	Deletion period
Course administration	GDPR, art. 6, stk. 1, litra b) <i>(performancxe of contract)</i>	Up to 30 years (according to applicable legislation)
Registration in Job bank	GDPR, art. 6, stk. 1, litra a) <i>(consent)</i>	6 months

6. Cookies

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our sites. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy on our website.

7. Information Security

We apply appropriate administrative, technical and organizational security measures to protect your personal data that is under our control from unauthorized access, collection, use, disclosure, copying, modification or disposal. All information you provide to us is stored on secure servers. We are part of the Arriva plc Group, which trains its employees regarding our data privacy policies and procedures and permit authorized employees to access personal data on a need to know basis, as required for their role. We also take steps to ensure that any service provider that we engage to process personal data on our behalf takes appropriate technical and organizational measures to safeguard such personal information.

8. Transfer of personal information to independent data controllers

We only transfer personal information to processing at independent data controllers, if we have a legal basis for it, and in so far transfer is necessary.

Personal information in accordance with this Privacy Policy may be transferred to the following categories of recipients:

- Public authorities (e.g. municipalities, regions, traffic companies, education centers and SKAT)
- A-Kasser

9. Transfer of personal information to data processors in third countries

We will only transfer personal information to data processors in third countries (countries outside of EU or EEC), if we have been provided with adequate and reasonable assurances that the level of protection in the country in question for the data processor is sufficient in accordance with the Data Protection Regulation. If we are using data processors from third countries, the third country will be stated below.

At the time of the latest update of this Privacy Policy, we use data processor in the following third countries:

- USA

10. Rights as a registered

When we process personal information about you, you have the rights, in accordance with the Data Protection Regulation - subject to the reservations stated therein:

- to receive information about the data we process about you,
- to have personal information about you corrected or deleted,
- to withdraw your consent, in case the processing is based on such,
- to limit the data processing regarding your personal information,
- to receive the personal information about you from us in a structured and regular used format,
- to complain about the processing of your personal information, hereunder the right to not be subject to automatic decisions or profiling.

In any case, you can contact the responsible for data protection at the data controller. Contact details are found in section 2 above under 'Data controller and contact details'.

You also have the right to file a complaint to a supervisory authority. You may find a list of supervisory authorities in the EU and their contact information via the following link:

http://ec.europa.eu/justice/data-protection/article-29/structure/data-protection-authorities/index_en.htm

11. Updates to this Privacy Policy

This Privacy Policy may be updated in the future.

You can always see when this Privacy Policy was last updated by checking the “last updated” date displayed at the top of this Privacy Policy. When we update the Privacy Policy, we will make sure you are informed by a sufficient measure taken the changes in consideration.

12. Questions

If you have any questions regarding this Privacy Policy or to the processing of personal data in general at DriveNow, you may contact us through the contact details mentioned in section 2 above under “Data controller and contact details”.