

DMJX

Processing of your personal data as an international student at DMJX

1. Introduction

In connection with your studies, DMJX processes information about you. This information consists of information you have submitted to DMJX yourself, in connection with your course application, and information that DMJX has collected from third parties. The following information will explain how DMJX processes your data during your course of study, as DMJX is responsible for the processing.

Your information will be processed in accordance with the Data Protection Act, the General Data Protection Regulation (GDPR), and other personal data legislation. DMJX is responsible for the data you have submitted and which we have received in connection with your course of study.

2. Processing of your personal information as a student

DMJX's processing of your information begins as soon as we receive your admission application and continues throughout your studies. The broad purpose of the processing of data is educational purposes in addition to administration and operation of DMJX as a school.

The processing will for the most part be on the basis of GDPR Article 6(1), point (e), as the processing will be necessary in administrating and operating DMJX and our students' education. If the processing contains sensitive information (Article 9), the processing will most often be on the basis of Article 9(2), point (g).

When processing a CPR-number it will be on the basis of the Danish data protection legislation (Databeskyttelsesloven) paragraph 11(1).

We might use your consent as a basis for processing in some situations, and this will be based on the articles 6(1)(a) and 9(2)(a) depending on, if the information is sensitive. If consent is the basis of processing, you will be able to withdraw your consent at any time.

Admission

DMJX receives a message from your associated education institute with information about you as a student. Besides this message, DMJX receives an application for an exchange stay at DMJX.

The processing of personal data covers the following categories of information: name, nationality, email address, postal address, educational background, C.V. place of education in home country, contact information of next-of-kin, and other information you provide in your application to DMJX (e.g. medical information).

The purpose of this process is to assess the basis for admission for each applicant and for the administration of your course of study.

Course of study

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In the course of your studies at DMJX we also process your personal information. This process also covers the same categories of personal data as at admission, and new information after admission (e.g. student number, student card photo, DMJX mail address).

The process is undertaken in connection with teaching, examinations, tutoring, and administrative case handling. DMJX, as an institution, is required to process information on students only to the extent necessary.

Completion or discontinued studies

When you complete or discontinue your studies at DMJX, your case file will be closed. DMJX will send a document with your name and certificate of completed study activities to your associated education institute.

DMJX retains enough information on you to enable it to re-issue examination certificates for a period of 10 years, if you have completed the course of study. If you have discontinued your course of study then the results you have achieved will only be available for a limited time.

Processing for other purposes

DMJX will make sure to inform you before processing your data for other purposes than the ones stated. The information will be before initiating the processing, and it will contain the new purpose and other relevant information.

3. Transferring personal data

It may be necessary to transfer information about you in connection to your studies at DMJX. When this happens, we have taken technical and contractual measures to guarantee secure processing.

We prioritize not to transfer your data outside the EU/EEA, but it might be necessary in specific situations to provide the best service possible. In these cases, we have made an effort to ensure, that your data is handled in the most secure way.

When we transfer your examination certificate to your associated education institute there is a transfer of personal data. This transfer is undertaken on the basis of legitimate aims and relevant, educational considerations. Your examination certificate alone is all that is transferred, and no more than the purpose authorises.

4. Technical and organisational security measures

When your personal data is being processed, DMJX ensures that it is done responsibly. DMJX prioritises security and, being responsible for personal information, will ensure that appropriate measures are implemented to maintain a high level of security.

5. Your rights under the GDPR.

The GDPR gives you certain rights when your personal data is being processed.

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Right of access

You have a right to access the information we have on you and also other information.

Right to rectification

You have a right to have any inaccurate data relating to you rectified

Right to erasure

Exceptionally, in certain circumstances, you have a right to have information about you erased before the point in time our normal general erasure occurs.

Right to restrict processing

In certain circumstances, you have a right to restrict the processing of your personal information. If you have this right, then we may only process information - apart from storing the data - with a view to a pertinent reason arising, or to protect an individual or important societal interests.

Right to object

In certain circumstances, you have a right to object to the processing of your personal information.

You can read more about your rights in Chapter 3 of the GDPR. The regulation is available, in English, here: [engelsk](#).

If you wish to exercise your rights under the GDPR you need to contact us. You should contact reception in Emdrup or Aarhus and complete our form for the purpose. You will be required to provide proof of identity (driving license or passport).

6. Contacts and complaints

If you have any questions on DJMX's processing of your personal data, you can contact us here:

Danmarks- Medie og Journalisthøjskole

Helsingforsgade 6A-6D, 8200 Aarhus N
info@dmjx.dk
+45 89 44 04 40

Emdrupvej 72, 2400 København NV
info@dmjx.dk
+45 89 44 04 40

Data protection officer

DJMX employs a data protection advisor (controller) whose task is to advise on personal data processing at DMJX. If you have any questions, remarks, or objections to the processing of your personal data, you can contact DJMX's data protection advisor at:

[Bech-Bruun Advokatpartnerselskab](#)

DMJX

CVR: 3853 8071
Langelinie Allé 35 2100 København Ø
Phone: 72 27 30 02
E-mail: dpo.aarhus.dmjx@bechbruun.com
Secure message: <https://dpo.bechbruun.com/audmjx>

The Danish Data Protection Agency (Datatilsynet)

If you wish to complain about DMJX's processing of your personal data, then the complaint should be sent to [Datatilsynet](#).

Kommenterede [1]: skulle der ikke kun fremgå mail og DPO
- mit navn skal ikke ligge der?