



**lige adgang**

Uddannelse, job og fællesskaber for alle

# Processing of Personal Data for Project Participants and Volunteers



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By Foreningen Lige Adgang  
2024

## How we process your information

Foreningen Lige Adgang processes personal data of individuals participating in projects. This includes participation as mentors and mentees, as well as companies or divisions within companies, and students. This occurs when you fill out an online registration form and when we record information you provide us during our dialogue regarding specific programs. We place great emphasis on ensuring you feel secure about our processing of your information, and we handle your personal data responsibly and with respect for your privacy, in accordance with the applicable data protection regulations.

When we process personal data about you, we are subject to data protection regulations as the data controller. What this entails is reviewed below. At the same time, we take the necessary measures to protect against security breaches and data leaks. Read more about this in our IT security policy.

## We are the data controller – how can you contact us?

We are the data controller for the processing of your personal data. Our contact details are as follows:

Foreningen Lige Adgang  
Bygmestervej 10, 1st floor  
2400 Copenhagen NV  
CVR no.: 20884177  
Phone: +45 93 89 43 83  
Email: [info@ligeadgang.dk](mailto:info@ligeadgang.dk)  
Website: [www.ligeadgang.dk](http://www.ligeadgang.dk)

## The purposes and legal basis for processing your personal data

The purpose of our processing of your personal data is to fulfill the objectives of our voluntary social efforts. We process your personal data as part of our work to find relevant matches and support your mentorship programs as effectively as possible.

The legal basis for our processing of your personal data is primarily Article 6(1)(a) and Article 9(2)(a) of the General Data Protection Regulation (GDPR), as well as Sections 8(3) and 11(2)(2) of the Danish Data Protection Act. According to these provisions, we can process personal data when you, as the data subject, have given us your explicit consent to the processing.

See also section 6 below regarding our possible continued processing of personal data after withdrawal of consent.

## Categories of personal data

We primarily process ordinary (non-sensitive) personal data. Depending on your participation in our efforts, this may include:

- Name
- Date of birth

- Address
- Phone number
- Email address
- Employment status and employer, if applicable
- Availability and mobility (car/public transport)
- Country of origin
- Language skills
- Survey responses

This list is not necessarily exhaustive of the personal data we collect, but just examples of the most typical non-sensitive information we collect. You can see the personal data we collect based on the information you provide at registration or in later surveys or similar.

Additionally, we collect the following non-sensitive personal data based on your interaction with our system and us, such as tracking emails and whether they are opened, which you consent to when registering and accepting these terms:

- Registration time
- Who you are matched with
- When a match is started and ended
- Number of meetings
- Response rate to emails and calls we have made to you

We also process sensitive personal data about you under certain circumstances. This can include:

- Family relationships
- General health information, such as mental or physical disabilities
- Information about criminal convictions in the form of a criminal record
- Ethnic origin and religious affiliation
- Gender identity

We process sensitive information to the extent it is relevant to the programme you are enrolled in and only when you provide it yourself. We do not collect sensitive information from third parties. We are mindful of how sensitive information is handled, which is why all our employees sign confidentiality agreements upon employment. We only share sensitive information with others, such as your mentor/mentee, if you consent to it.

## Where do your personal data come from, and who receives the personal data?

Normally, it will be you who has provided the personal data to us. If you have consented to another person, such as your advisor or caseworker, registering your participation in a programme, your personal data comes from them. If you have consented to another person registering you, we expect that this person has informed you of these terms and obtained your consent.

In the mentor or job matching process, we pass on certain personal data to the person you are matched with. This may include your name, phone number, email, address, current employment, and mentorship program preferences. The disclosure of this information is a prerequisite for us to provide our services. We only share sensitive personal data if you have given us consent to do so. We also disclose your personal data to specific third parties who process your personal data on our behalf as data processors.

This includes:

- Kople ApS (Danish)

We have entered into data processor agreements with the respective data processors to ensure that your personal data is processed in accordance with applicable data protection rules.

## Storage of your personal data

We generally retain your personal data as long as you are an active volunteer or project participant with us. We usually delete or anonymize your personal data no later than six months after you unsubscribe as a volunteer/project participant.

If you are a volunteer mentor with us for more than two years, we will ask you to confirm your consent to retain your personal data in our database every two years. This will be done by email, and you will receive two reminders to renew your consent. If you do not respond after the second reminder, your personal data will be anonymized.

In some cases, we delete particularly sensitive data immediately after it has been verified by one of our employees. This can be the case if you are asked to submit a criminal record, child protection certificate, photo ID, or similar.

The mentioned deletion deadlines may be deviated from based on a specific assessment, so that personal data may be deleted at an earlier or later time if there are concrete, factual reasons for this.

## The right to withdraw consent

You have the right to withdraw your consent at any time. You can do this by contacting us.

If you choose to withdraw your consent, it does not affect the legality of our processing of your personal data based on your previously given consent and up to the time of withdrawal. If you withdraw your consent, it therefore only takes effect from that time.

You should be aware that your consent is, in most cases, necessary for you to be a user with us.

However, you can continue to be a user with us even if you withdraw your independent consent for us to process personal data about you in the form of (portrait) pictures.

If you withdraw your consent, it means that we generally delete or anonymize all the personal data that the consent covers. However, there may be certain information that we, under certain circumstances and after a specific assessment, still retain, for example, for documentation purposes.

Our legal basis for continuing to retain your ordinary personal data, in this case, would be Article 6(1)(b), (c), (e), or (f) of the GDPR – or Article 9(2)(f) if it involves sensitive personal data.

## Your rights

According to the GDPR, you have several rights in relation to our processing of your personal data. If you wish to exercise these rights, you must contact us. See our contact details above in section 1.

**Right of access (right to see information):** You have the right to access the information we process about you, as well as a range of additional information.

**Right to rectification (correction):** You have the right to have incorrect information about yourself corrected. You also have the right to have your information supplemented with additional information if this makes your personal data more complete and/or up to date.

**Right to erasure:** In certain cases, you have the right to have information about you deleted before the time of our general scheduled deletion.

**Right to restriction of processing:** In certain cases, you have the right to have the processing of your personal data restricted. If you have the right to have processing restricted, we may only process the information – apart from storage – with your consent or for the purpose of establishing, exercising, or defending legal claims, or to protect a person or important public interests.

**Right to object:** In certain cases, you have the right to object to our otherwise lawful processing of your personal data. This only applies if our processing is based on Article 6(1)(e) or (f) of the GDPR. You can also object to the processing of your data for direct marketing purposes.

**Right to data portability:** In certain cases, you have the right to receive your personal data in a structured, commonly used, and machine-readable format and to have these personal data transferred from one data controller to another without hindrance. You can read more about your rights in the Danish Data Protection Agency's guide on the rights of data subjects, which can be found at [www.datatilsynet.dk](http://www.datatilsynet.dk).

## Complaint to the Danish Data Protection Agency

You can complain to the Danish Data Protection Agency if you are not satisfied with the way we process your personal data. The Data Protection Agency's contact details are:

Datatilsynet  
Borgergade 28, 5th floor  
1300 Copenhagen K  
Phone: 33 19 32 00  
Email: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)  
Website: [www.datatilsynet.dk](http://www.datatilsynet.dk)