

How we process personal data we collect in questionnaires and evaluations about the quality and relevance of our study programmes and courses

We are the data controller

Name:	Professionshøjskolen UCN
Address:	Selma Lagerlöfs Vej 2
Postcode and city:	9200 Aalborg Øst
CVR no:	30843126

UCN's Data Protection Office (DPO)

You can contact UCN's DPO here:
E-mail: ucn-dpo@ucn.dk

Your personal data will be processed for the following purposes:

To maintain and develop high quality in UCN's higher education programmes and continuing professional education courses through studies, questionnaires and evaluations of study activities, as well as to contribute to analyses made at the local government, regional and national levels.

What personal data will be processed?

☒ Personal data; students:

Your personal data (name, UCN e-mail), information about your study programme (e.g. study programme, type of programme, class, semester, module, information about internship host or clinical placement host) as well as your responses (answers, comments and feedback).

☒ Personal data; external partner:

Your personal and work-related data (e.g. name, organisation/company, e-mail), your responses (answers, comments and feedback).

Legal basis for our processing activities

Personal data

☒ Required for performing tasks in the public interest/exercise of official authority.: Danish Ministerial Order no. 779 of 8 August 2019 on University Colleges for Higher Education, sections 3 and 7.

Disclosure of personal data

For evaluations of internship/clinical placements in particular, UCN may disclose students' personal data to those places of internship/clinical placement that UCN collaborates with. As a rule, student data will be pseudonymised before disclosure. In some cases, it may be necessary to disclose evaluation results that had fewer than 5 respondents.

Being a public authority, UCN has a duty to transfer a copy of the data held within our electronic record- and document management system to the Danish National Archives every 5 years. Thus, your evaluation data will be disclosed to the Danish National Archives as part of such data transfers.

Where does the personal data come from?

For students, the personal data is retrieved from your student record, which was created at the time of admission and enrolment, and it also comes from our student administration systems as well as from evaluation data.

For external partners, the personal data comes from the employer as well as from evaluation data.

Storage of personal data

UCN has a duty to record the evaluation results in full or in part to be able to demonstrate quality, and for that reason, UCN will potentially store evaluation results for up to 10 years, after which time personal data will be deleted.

Your rights

According to the General Data Protection Regulation (GDPR) you have rights when we process your personal data. If you want to exercise your rights, please contact us. You may have a right of access to, erasure and rectification of personal data as well as to restriction of processing and data portability if the conditions for either are met. Learn more about your rights on the [website of the Danish Data Protection Agency](#) (in Danish).

In some circumstances, you have the right to object to our processing of your personal data. You can also file a complaint about our processing of your data either to UCN or to the Danish Data Protection Agency.