



Musikskolen (The School of Music) processes information pertaining to students and parents

It means that we collect and use some information about you and your child.

Which information do we process?

Musikskolen processes information about the student, and for students under 18, also information about the student's parents or guardian. The information that is collected and processed is information such as names, civil reg. numbers, address(es) and contact information. If an application is made for a full or partial financial scholarship, in addition to personal information, financial information will be obtained.

What do we use the information for?

When Musikskolen receives information on registration for courses, we use it to handle admission and course distribution at the school and payment collection purposes for attending the school. The information is used by Musikskolen's administration to process admissions and class distribution at the music school and in connection with user charges.

Who receives and processes your personal data?

Musikskolen's administrative employees and the manager have access to the pupil's information on a need to know basis. Name and contact information will also be accessible to relevant teachers.

Storage of your personal data

Personal data registered at Musikskolen will be kept for five years after the last course has been completed, however, examination certificates will be stored for 30 years.

Legal framework

Musikskolen works and processes information on students under the Danish Act on Music, see executive order no. 32 of 14 January 2014, as amended by section 3 in Act no. 1640 of 26 December 2013, entered into force on 1 August 2014.

You can read the legal text at www.retsinformation.dk.

Your rights

According to the General Data Protection Regulation, you have a number of rights in relation to our data processing of information about you. If you want to use your rights, please contact Musikskolen.

Right to view information (right of access)

You have a right to gain access to the personal data that the Copenhagen City Council processes about you, with certain exceptions, as set out in the legislation.

Right to rectification

You have the right to have incorrect information about yourself rectified. You also have the right to have your information supplemented with further information if it makes your personal data more complete and/or updated.

Right to erasure

As the municipality is a public authority, the municipality can generally delete information about you when we are no longer obliged to store the information.

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 the processing restricted, we may only henceforth process the information with your consent except for storage. However, for the purpose of determining legal claims, enforcing them, or protecting personal interests or important public interests, the municipality can still process your information.

Right to object

In certain cases you have the right to object to our processing of your personal data. You can read more about your rights in the Danish Data Protection Agency's guidelines on the rights of data subjects, which you will find at www.datatilsynet.dk.

Who should I contact?

Data controller

Copenhagen City Council is responsible for the processing of your personal data. Our contact information is:

Musikskolen
Børne- og Ungdomsforvaltningen
Staldgade 29
1699 København V
musikskolen@kk.dk
Tlf. + 45 35 43 70 73

Contact us safely via www.kk.dk/digitalpost

Copenhagen City Council's Data Protection officer

If you have any questions about our processing of your personal data, you are welcome to contact the data protection officer of the City of Copenhagen

Københavns Rådhus
Rådhuspladsen 1
1550 København K
Tlf. +45 71 74 54 54
Telephone hours: tirsdag og torsdag kl. 9-12

You can contact the data protection officer via our website. You can read more about the data protection officer at www.kk.dk/databeskyttelse.

Complaint to the Danish Data Protection Agency

You are entitled to file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way in which we process your personal data. You can find the contact information of the Danish Data Protection Agency at www.datatilsynet.dk

