

## **PRIVACY STATEMENT FOR THE UNIVERSITY OF AGDER**

### **1. INTRODUCTION**

The University of Agder, henceforth referred to as "UiA", is responsible for the handling of personal data that has been registered and is being managed by UiA regarding your contact with UiA. This privacy statement provides information about how UiA manages your personal data and what your rights are.

### **2. WHAT PERSONAL DATA ABOUT YOU UIA POSSESSES**

Personal data refers to all information that can be connected to you as an individual person.

#### **2.1 BELOW ARE TYPICAL EXAMPLES OF DATA ABOUT YOU THAT WE REGISTER**

We register your name, username, age, date of birth, gender, CV, place of residence, e-mail address and phone number, agreements, any consent you have given, contact information and health information. We will only register the data that is required for the situation.

In tender processes we will store tenderers' CVs and any internal evaluations. We will also manage information if you have requested access according to the Norwegian Freedom of Information Act, registered for courses or events, contact us, use the library's services, subscribe to newsletters, use UiA's Speak Up pages, rent premises at UiA's disposal, register as a volunteer, if an employee or student has indicated you as an emergency contact, in connection with practice agreements or participating in debates at UiA's web site and logs.

#### **2.2. WHAT UIA USES PERSONAL DATA FOR**

UiA manages personal data to fulfil the institution's tasks and duties. The legal basis is that it is done either because it is necessary for fulfilling an agreement with you, consent is given, or we have a legitimate interest in managing the data which surpasses any personal data inconvenience you may have.

We manage among other things personal data about customers, suppliers and other contracting parties as long as it is necessary.

We use cookies on UiA's website for user analysis and site optimisation.

### **3. WHO WE SHARE YOUR DATA WITH**

We do not make your personal data available for other parties unless there exists a legal basis for doing so.

### **4. GEOGRAPHICAL STORAGE OF PERSONAL DATA**

UiA assures that your personal data is stored according to data protection regulations regarding geographical storage. Any storing of data in third countries is done legally through the EU's approved methods for transferring data. If you want specific information about where certain personal data is stored, please contact the data protection officer. Contact information can be found below.

### **5. FOR HOW LONG DO WE STORE PERSONAL DATA ABOUT YOU?**

The period of which we store your personal data is as short as possible and only as long as it is necessary or when it is required by law.

### **6. YOUR RIGHTS**

The data protection regulations provide you with a number of rights regarding your personal data. See below. Even though this privacy statement provides a lot of information, you can request more

detailed information about how we manage data about you, and you are entitled to seeing your own personal data. If your personal data is incorrect, you are entitled to have it corrected. Personal data we do not have reason to manage must be deleted, and you can demand that this is done if we have not made sure of it ourselves. You can request that we limit the use of your data. You are entitled to so-called data portability and can request that your personal data is transferred to you or another organisation in a structured, commonly used and machine-readable format. You can oppose our use of your data. You can also oppose being the object of completely automated individual decisions of legal character. If you believe that we manage your personal data without legal basis, you can submit a complaint to the Norwegian Data Protection Authority, but we request that you contact us so we, if possible, can evaluate your objections and clear up any possible misunderstandings.

The data protection regulations contain comprehensive statements about the above-mentioned rights, and exceptions regarding some rights may exist. If you wish to exercise your rights, please contact us, see contact information below, and we will respond to your request as soon as possible and normally within 30 days.

## **7. CAMERA SURVEILLANCE**

The data protection regulations allow us to have camera surveillance in certain situations. The purpose of the regulation is to prevent and solve criminal acts, if there is reason to suspect that it occurs. The footage is only handed out to the police following a request and by legal authority.

Data is automatically deleted after 7 days. All surveillance is managed internally at UiA. This also includes servers run by the Division of IT Services at UiA.

## **8. CONTACT INFORMATION**

We are available for any questions you may have. Please use the contact information stated below:

- Data protection officer: Ina Danielsen
- Phone number: 452 54 401
- E-mail address: [personvernombud@uia.no](mailto:personvernombud@uia.no)
- Address: Universitetet i Agder, Postboks 422, 4604 Kristiansand