



Emergency Architecture & Human Rights Data Protection Policy

Table of Content

1. Policy for treatment of personal data	1
2. Data responsible	2
3. The purpose of the treatment and categories of personal information	2
4. Storage of personal information	3
5. Your rights	3
5.1. <i>The right to access information (Right of access)</i>	3
5.2. <i>The right to correction</i>	3
5.3. <i>The right to deletion</i>	3
5.4. <i>The right to limited processing</i>	4
5.5. <i>The right to opposition</i>	4
5.6. <i>The right to transmit information (data portability)</i>	4
5.7. <i>Complaints and the right for opposition</i>	4
6. The right to withdraw from consent	4

1. Policy for treatment of personal data

In Emergency Architecture & Human Rights (EAHR) we collect and handle personal data to a limited extent. In connection with the EU Data Protection Regulation (GDPR), we should note that we only collect the necessary and relevant data to handle your activity and affiliation with EAHR.

We only keep your data as long as it makes sense for your affiliation, cooperation, and your activities relative to us. You can always request to have your data delivered, updated and deleted. See below below under rights.

2. Data responsible

The Data responsible is:

Emergency Architecture & Human Rights

Verdens Kultur Centret – Nørre Allé 7

2200 Copenhagen N Denmark

+45 60 76 22 56

contact@ea-hr.org

Further contact information can be found at www.ea-hr.org

Anyone working for or with EAHR has any responsibility for securing data, collected, stored and handled appropriately.

Each team handling personal data must ensure that it is handled and processed in accordance with this policy and data protection principles.

However, the following people have important responsibilities:

- The Board is ultimately responsible for ensuring that EAHR meets its statutory obligations.
- The data protection officer is responsible for:
 - Keeping the board updated on data protection responsibilities, risks and problems.
 - Review of all data protection procedures and related policies in accordance with an agreed schedule.
 - Arrangement of data protection training and counselling to the persons covered by this policy.
 - Handling data protection issues from staff and others covered by this policy.
 - Managing requests from individuals to view the data (company name) is about them (also called "requests for access to topics").
 - Verification and approval of contracts with third parts, that treats the organisation's sensitive data.

3. The purpose of the treatment and categories of personal information

We collect primarily contact information on the people associated with the charity organization EAHR and in connection with conferences, seminars and contact information on Danish as well as foreign partners.

We collect and handle very sensitive personal information only, and it is limited to employees and trainees.

EAHR has the necessary general information on employees, trainees, volunteers, members and collaborators relevant to EAHR's activity and internal agreement.

These common personal data include:

- Identification information (Name of individuals, mailing address, email address, phone number).
- Images and video with the consent
- As well as other relevant information related to individuals with consent (eg CV on applicants)

In particular, for employees and interns, collecting the CPR and payment information may be relevant. For partners, the latter may also be relevant.

Newsletters and updates about the organization's work are done via email and social media (primarily Facebook and Instagram).

EHR's customers are only registered with the required information in order to deliver the agreed services.

4. Storage of personal information

We are working on an information security policy (in accordance with the recommendations of the ISO 27001 Standard - including Annex A), which, together with data protection policy, will be available on our website.

Our data is stored online with our collaborators. We have obtained data processing agreements from all parties to ensure that they also comply with the EU Personal Data Regulation.

To the extent that we have personal data on external physical backup solutions, these will be encrypted according to applicable standards. This also applies to the computers used to access this data.

5. Your rights

You have a number of rights in relation to our processing of the Data Protection Regulation the information about you.

If you want to use your rights, please contact us.

The following rights are largely as prescribed by the Data Inspectorate's guidance on registered rights.

5.1. The right to access information (Right of access)

You have the right, and can by any time, get access and insight into those informations we have registered/process about you.

5.2. The right to correction

You have the right to have untrue information about you corrected.

5.3. The right to deletion

You have the right to have deleted all personal information that we have about you. However, we should note that in some cases, we may not deliver the services to you as we have agreed.

We delete your personal data when they are no longer necessary for the purpose of the collection, processing and storage of your data.

5.4. The right to limited processing

You may have limited access to the processing of your personal information. If you are entitled to limited treatment, in future, we may only process the information - except for storage - with your consent or for the purpose of determining, enforcing or defending legal claims, or for protecting a person or important social interests.

5.5. The right to opposition

In some cases, you may object to our or legitimate processing of your personal information. You can also object to processing your information for direct marketing.

5.6. The right to transmit information (data portability)

You may, in certain cases, have the right to receive your personal information in a structured, commonly used and machine-readable format as well as transferring these personal data from one data manager to another without obstacle.

You can read more about your rights in the Data Inspectorate's Guide on the Registrar's Rights, which you find on www.datatilsynet.dk.

5.7. Complaints and the right for opposition

In connection with our processing of your data, if you need to complain or object, we would like to encourage you to contact us first. In principle, you have the opportunity to appeal or object to the Data Inspectorate, www.datatilsynet.dk.

6. The right to withdraw from consent

To the extent that you have given your consent in connection with our registration and processing of the information about you, please note that you may withdraw this consent at any time, If you believe your data no longer pursues a necessary purpose.

You can do so by contacting us via the above address. Updated phone numbers and mails can also be found on our website www.ea-hr.org.

Last updated: 25.05.2018