



DATA PROTECTION POLICY

LGBT Asylum

How LGBT Asylum respects your privacy when we collect and process data

Latest update of this document: 15-10-2019

How do we protect your data?

What are your rights?

In the following you can read about the data protection policy of LGBT Asylum

We process personal data and must follow the legislation and principles about ethical data processing. Therefore we have passed this privacy policy in which you can read about which types of data we collect, how we process it and for how long we retain it, to ensure transparent data processing.

We exclusively process personal data for clear and reasoned purposes in relation to the organisation's legitimate interests. We only process data, which is relevant and necessary for such purposes and will delete your data when they are no longer necessary or as soon as you ask us to.

The Data Controller organisation for the processing of your personal data is:

LGBT Asylum
H.C. Andersens Boulevard 27
1553 København K
+ 45 71523397
info@lgbtasyllum.dk

CVR: 34636486

Please contact us if you have any questions regarding the policy.

Whose data do we collect?

We have 10 main groups whose data we collect:

1. Donors



What do we collect?

Name, address, date of payment, phone number, e-mail address, and in case you request tax-subsidies your CPR-number must also be disclosed. In the case of one-time donations via bank transfers, your name and payment details may be disclosed in the bank statement although we do not request them. In the case of one-time donations via MobilePay, your name and phone number will be disclosed although we do not request them.

Why?

The information is necessary to register your payment(s). We only request the data to identify payments and report to SKAT if you request tax subsidies. You are also able to request tax subsidies directly to SKAT – in that case we do not need your CPR-number. We will only contact you if there are problems regarding your payment, if we have important information regarding your regular donations, or if you have given your consent to us contacting you with newsletters etc. Your information will never be used to get you to increase your donations. We keep your data for five years for accounting management. We use logfiles on the donations page. The logfiles register user behaviour on the page. In case of donations payment with credit card the registration happens through a secure server at ePay, which encrypt the information.

2. Persons in Denmark requesting counselling

What do we collect?

We only ask for information that is necessary to assist you with your case, e.g. regarding asylum. We only retain information you disclose to us, which can include e-mail address, name, phone number, ID-number and nationality. You will sign a power of attorney and thus give your consent.

Why?

We store your contact information so we can contact you with answers regarding your inquiry or case. We only collect and process information we find relevant for your case.

3. Persons abroad who request counselling

What do we collect?

We only process your nationality and the country your inquiring from if you have disclosed these.

Why?

The data is used to create an overview of where our inquiries come from and to keep statistics for annual reports.

4. Volunteers, university- and professional interns

What do we collect?



We collect regular personal data including name, address, phone number and e-mail address

Why?

We retain data about our volunteers and interns for internal coordination and to be able to invite them to events and meetings.

5. Paid employees

What do we collect?

We store your CPR-number, bank account number, regular personal data (name, address, phone number and e-mail address) and information about positions within the organisation.

Why?

We process this data to administer your employment, contact you regarding your employment, pay your salary, and process the statutory exchange of data with public authorities, including SKAT.

6. Customers on our webshop

What do we collect?

Your information is encrypted by Shopify, with whom we have signed a data processing agreement. We collect the information you have disclosed during the purchase: name, phone number, physical address, e-mail address and payment details.

Why?

The information is necessary to register and identify your purchases and ship your merchandise. We only contact you if there are issues regarding your payment.

We keep your data for five years for accounting management. We use logfiles on the webshop page. The logfiles register user behaviour on the page. In case of payment with credit card the registration happens through a secure server at Shopify, which encrypt the information.

7. Partners (e.g. journalists, resource persons, interpreters and contact persons abroad)

What do we collect?

We collect regular personal data, including e-mail address, phone number and optionally the name of the organisation or the contact person.

Why?



We retain your information to be able to contact you in relevant situations regarding the partnership. We only keep your data as long as it is relevant or necessary for the partnership or until you ask us to remove them.

8. Users of our website

What do we collect?

Activity on our website is registered with Cookies. See the paragraph "Cookies" below for a description of Cookies. On your first visit to our website you will have to give your consent to the use of Cookies.

Why?

It is necessary to store a little information through Cookies to keep a functional website that lives up to the users' expectations.

9. Subscribers to our newsletter

What do we collect?

We collect your e-mail address.

Why?

It is necessary to send you our newsletter

10. Applicants

What do we collect?

We collect all the information you have disclosed in your application, including name, address, phone number, e-mail address and information about previous employments and activities.

Why?

We process your information to be able to reach out to you in the case of a possible employment opportunity or recruitment of volunteers. We will remove your information when you ask us to.

What is our purpose of processing your personal data?

We only process your information in accordance to the purpose in which you have disclosed them – see an overview above.

We only process your information in accordance to the organisation's legitimate interests, e.g. to:

- Plan and facilitate social events and activities
- Document who participates in specific activities or events in the organisation
- Retain information for statistics, annual reports, etc.



- Retain inquiries you have sent to us
- Register donations and transfers you have initiated

Consent

Your consent is always voluntary and you can at any time revoke your consent by contacting us.

What are Cookies?

A cookie is a small file consisting of numbers and letters, which is downloaded to your computer when you visit a website. Cookies are used on almost all websites for various reasons, e.g. registering how many visitors a website has.

As mentioned above, we use cookies to ensure a functioning website. We only use cookies to register how many visitors the website has, in which language you chose to view the website and the like.

It is important to us to underline that, we do not share the information we collect from cookies for any commercial purposes.

We use Google Analytics to collect cookies. The information collected is anonymous and is stored by Google. Google's privacy policy is available here:

<http://www.google.com/privacypolicy.html>.

Who do we share your information with?

We do not share your information with anyone outside the organisation without your consent. Vi do not share your personal data with service providers outside the EU/EØS.

We only share your information with a third party in following situations:

- If you have given your explicit consent to share your information with a relevant third party
- If we use a third party service provider (e.g. Podio) with whom we have signed a data processing agreement, which meet the legal requirements for data processors.
- If we are legally required to share your information. Remember we are bound by confidentiality in our counselling.

When do we delete your personal information?



We have various processing and storage purposes depending on whether we process your information as a member of the organisation, as a volunteer or as a user of our platform.

We take the principles of data minimisation and time limitation seriously. Thus we have internal guidelines, which ensures that we only ask for the minimum amount of data needed for the situation. The guidelines also ensure that we delete information that is no longer necessary.

We only store and process your data as long as we are legally and legitimately allowed to do so. In systems where it is possible, we use automatic deletion and anonymisation procedures. In systems without this possibility, we have continuous inspections to ensure that personal information is reviewed and deleted/anonymised. We only save information, which is relevant for research, our work with asylum seekers and refugees, or deemed to be relevant for (future) partnership purposes.

What are your rights?

When we process your data you have a number of rights according to the personal data regulation. You have the right to:

- Be informed that we process your data – that is what you are informed about in this privacy policy (as an organisation we have a duty of disclosure).
- Know which of your information we process (right of access)
- Get incorrect information rectified (right of rectification)
- Have your information deleted (right of deletion)
- Object that your information is used for marketing purposes
- Move your information – that means we must hand over the information we have about you in a regularly used format (right of data portability)

You can enforce your rights, including objecting our processing procedures, by contacting us. You will find our contact information at the top of this policy.

If you contact us with a request to get your information deleted or rectified, we will investigate whether the conditions are met, and as soon as possible undergo the necessary actions required.

You can complain to the supervisory authority – Datatilsynet – about the processing of your data.

Be aware that enforcing some of your rights, e.g. the right of deletion, will make it challenging for us to continue counselling, or contacting you. However we will attempt to assist you as much as possible, even if you have asked to have your data deleted.

Revision of the data protection policy



LGBT ASYLUM

LGBT Asylum
H.C. Andersens Boulevard 27
1553 København V
CVR: 34636486

LGBT Asylum will continuously review and update the data protection policy when relevant, to ensure that we always meet the basic principles of data protection, and that the policy is always in accordance with the legislation.

When we change the data protection policy we also change the date at the top of this document. If we change the policy considerably, it will be announced on our website with an updated version of the policy.

The policy in force at any time will be available on our website.