

MUNDU's Data Protection policy

MUNDU is concerned about the protection of your data, and we will always treat your data in concordance with current laws.

All personal data collected from you is treated in concordance med the EU General Data Protection Law and the Danish Data protection laws.

Collection of Personal Data

When you become member of MUNDU, register for a course, newsletter or visiting our websites we are collection personal data about you. It may be name, address, postal code, city, phone number, your organisation and the like. In general, we do not collect sensitive personal data. The collected data is used for a variation of purposes such as administration of membership, participation, sending out newsletter and optimization of MUNDU's websites.

Cookies are used throughout MUNDU's websites.

The Let's Act! SDG Learning Platform only collects cookies.

Contact

All questions regarding MUNDU's treatment of your personal data can be directed to leader of secretariat Sonja Salminen, mundu@mundu.dk, phone 6058 2078.

INTRODUCTION

This personal data policy applies to all personal data that you provide to us as a user of our courses and advice, when browsing our website or otherwise. In the policy, you can read more about, among other things, what information we collect, how we handle your information and how long we store information about you. You can read this policy and contact us if there is information in the policy that you do not accept. You can find this policy at www.mundu.dk.

RESPONSIBLE

MUNDU is the organization responsible for the processing of your personal data.

All questions regarding MUNDU's personal data policy, the processing of your information and suspicions of non-compliance should in the first instance be directed to: Head of Secretariat Sonja Salminen, mundu@mundu.dk, tel. 60 58 20 78.

PERSONAL DATA WE COLLECT

We collect this information directly from you:

When you are a member at MUNDU, we collect the following general personal data from you: Name, address, postcode, city, mobile number, organization and e-mail address of the organization's contact person.

When you order a teaching course or consultancy, we collect the following general personal data from you: Name, address, postcode, city, mobile number, institution/organisation and e-mail address.

When you register for a course at MUNDU, we collect the following general personal data from you: Name, address, postcode, city, mobile number, organization and e-mail address of registered course participants.

When you sign up for MUNDU's newsletter, we collect the following general personal data from you: Name, e-mail address, date of registration and, meanwhile, your workplace and telephone number.

When you visit one of our websites (mundu.dk, somboscambodia.dk, malforforandring.dk, saadanborjeg.dk, letsact.education) and click around our universe, we collect the following general personal data from you: Which pages you have looked at and when, which browser you use and your IP address. MUNDU has access to statistical information about visitors to the website. It is not possible to recognize individual people from this information.

If you are looking for a job at MUNDU, or if you send us an unsolicited job application, we collect the following general personal data about you: Name, address, e-mail address, telephone number, if applicable. date of birth, application, CV and any image.

If you are part of MUNDU's corps of consultants, guest teachers, **and** presenters, we collect the following general personal data about you: Name, address, e-mail address, phone number, company name, company website, CV, possibly CVR and/or CPR.

If you are a volunteer in MUNDU, we collect the following general personal data about you: Name, e-mail address, telephone no. as well as possibly special qualifications and interests.

As a rule, we do not collect any personally sensitive information about you. However, there may be cases where the submitted application or CV contains sensitive information such as ethnic background, political, religious or philosophical beliefs and trade union affiliation. We therefore encourage you to leave out personally sensitive information in applications, CVs or other material sent to MUNDU.

THE PURPOSE OF HANDLING PERSONAL DATA:

We use your personal data for several different purposes, depending on whether you are a customer, member, participant in a course or meeting, recipient of MUNDU's newsletter, visitor to one of our websites or looking for a position with us.

- If you are a member, we use your personal data to:
 - Be able to manage your membership, including collecting membership fees;
 - Be able to send necessary information about membership, including sending out newsletters and inviting to courses and events;
 - Be able to send marketing material, if this is also in accordance with the Marketing Act in force at all times;
 - Could send special "direct mails" to members regarding e.g. courses or meetings;
- If you order a service from MUNDU, we use your personal data to:
 - Be able to plan, implement and follow up on your order;
 - Be able to prepare statistics on advice for internal and external use;
- If you participate in a course at MUNDU, we use your personal data to:
 - Be able to coordinate, hold and follow up on a course, including sending out reminder e-mails and follow-up e-mails with relevant course material and participant list;
 - Be able to prepare course statistics for internal use and for reporting. The statistics never contain personal data;
 - Be able to execute and send confirmations of participation;
- If you are a recipient of MUNDU's newsletter, we use your personal data to:
 - Be able to send out a newsletter;
 - Be able to keep an overview and prepare statistics on the number of subscribers to MUNDU's newsletter;
- If you are a user of one of our websites, we use your personal data to:

- Be able to make the functionalities of our website available to you;
 - Be able to compile statistics about your traffic on our website;
 - Be able to optimize our website layout;
- If you are looking for a job at MUNDU, or if you send us an unsolicited job application, we use your personal data to:
- Be able to select and hire applicants;
 - Be able to contact relevant unsolicited applicants;
- If you are part of MUNDU's corps of consultants, guest teachers, and presenters, we use your personal data to:
- Be able to select and enter into a contract;
 - Be able to maintain list of qualified consultants to facilitate this selection;
- If you are a volunteer in MUNDU, we use your personal data to:
- Be able to select and enter into agreements;
 - Be able to contact volunteers.

SHARING OF PERSONAL DATA

We may share your personal data with the business partners who assist us with the performance of various tasks, for example with IT operations and hosting. This means that we can share your information with, for example, our service providers and our bank.

In addition to the above, we share your information to the extent that we are obliged to do so, e.g. as a result of reporting requirements to public authorities such as SKAT.

STORAGE AND DELETION OF PERSONAL DATA

We store your personal data according to the rules below:

If you are a member of MUNDU, all personal data related to your membership will be deleted no later than 6 months after cancellation.

If you have ordered a service from MUNDU, personal data related to the request will be stored indefinitely. The aim is to be able to compile statistics on advice for internal and external use. However, the personal data will be anonymized 5 years after the consultation in question has taken place.

If you participate in a course at MUNDU, personal data related to the participation will be stored indefinitely. The purpose is to be able to compile statistics on courses for internal and external use. However, the personal data will be anonymized 5 years after the consultation in question has taken place.

If you receive MUNDU's newsletter, your personal data will be deleted in connection with unsubscribing from the newsletter.

If you are a user of MUNDU's websites, your personal data related to the visit is stored for 5 years after the first visit. The purpose is to be able to compile visitor history over time, including being able to optimize and adapt the websites to identified needs.

If you are applying for a job at MUNDU, all personal data related to the application will be deleted 6 months after the individual has been accepted or refused. Personal information about unsolicited job applicants is deleted immediately after receiving the application, if the applicant is not deemed relevant. If the applicant is deemed relevant and no other agreement has been concluded with the applicant regarding storage, the personal data will be deleted 6 months after receipt.

If you are a consultant, guest teacher, presenter or volunteer at MUNDU, we will regularly contact you to ask if you will continue to be available to MUNDU. If not, your personal data will be deleted.

In addition, we store your personal data according to the following general rules:

Personal information included in MUNDU's accounting material is stored for 5 years from the end of the financial year to which the accounting material relates. This erasure period follows from the rules of the Accounting Act.

In cases where a registered person has specifically requested to exercise his right to deletion, provided that we are obliged to comply with such a request in accordance with the Personal Data Regulation, a closer review of the processed personal data is carried out.

In the event that a dispute or a case with a data subject is ongoing, all relevant personal data will be stored until the dispute in question is finally concluded by final judgment or the like.

YOUR RIGHTS

You have the right to gain insight into the personal data that we process about you. By writing to us, you can request insight into the personal data that we have registered about you, including the purposes for which the information was collected. We will comply with your access request as soon as possible.

You have the right to request correction, additional processing, deletion or blocking of the personal data we process about you. We will comply with your request as soon as possible, to the extent necessary. If - for any reason - we cannot accommodate your request, we will contact you.

You have - under special circumstances - the right to have the processing of your personal information restricted. Please contact us if you wish to restrict the processing of your personal data.

You have the right to receive your personal data (only information about yourself that you have provided to us) in a structured, commonly used and machine-readable format (data portability). Please contact us if you want to take advantage of the data portability option.

If the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal does not affect the lawfulness of the processing carried out before you withdrew your consent. Please contact us if you wish to withdraw your consent.

If you wish to revoke your consent to receive promotional information and offers in general, including by regular post, e-mail, via text message, by telephone or via other electronic means, you can do so at any time by writing to MUNDU.

There may be conditions or restrictions attached to the exercise of the above rights. It is therefore not certain that, for example, you have the right to data portability in the specific case - it depends on the special circumstances of the processing activity in question.

POSSIBLE CONSEQUENCES OF NOT PROVIDING PERSONAL DATA

If you are required to provide information about yourself to us, this will appear where we collect the information. If you do not want to provide the personal data that we ask for, then this may have the consequence that we cannot provide you with the services that you request, complete your orders, register as a member, etc.

This policy was last updated on 10-06-2023