

PRIVACY NOTICE

FOR GIS-International ApS, Gestalt Institute of Scandinavia

This Privacy Policy explains how GIS-International ApS processes and uses your personal information in connection with your being a student or being a former student at GIS-International ApS.

As a data controller, We are required to protect your personal information, and our aim is to make you feel secure when We process your personal data as We recognize and respect the importance of your privacy.

We will process any personal information about you in accordance with this Privacy Notice, as well as applicable law.

You can also attend one of the other courses GIS-International ApS offers and the same privacy policy is applicable.

1) WHO ARE WE?

The entity responsible for the processing of your personal information is:

Gestalt Institute of Scandinavia, GIS-International ApS, Næsbyvej 28, 4305 Orø, Denmark, CVR: 27 50 48 09

The contact details of our data protection office are as follows: Email address: gis@gis-international.com

2) DESCRIPTION OF THE PROCESSING

You will find the information about how we process your data below.

Purpose	Categories of personal data	Source	Legal basis	Data retention	Recipients
The purpose of processing data is getting in contact with students, keeping track of student's records, sending newsletters and making certificates and diploma.	<p>We process the following categories of personal data about you:</p> <p>Ordinary personal data: Name, address, mail, phone no, year of birth</p> <p>Sensitive personal data: Motivated application, CV, test, Scholarship application, exam papers from all years of the education, resume from Developmental talks, notes from seminar weeks and mails.</p>	<p>We collect your personal data from the following source(s):</p> <ol style="list-style-type: none"> 1. a) Yourself 2. b) Former therapist if you give separate permission 3. c) Individual therapist if you give separate permission 	<p>We process your personal data on the following legal basis:</p> <p>According to the bookkeeping law we will keep your personal data related to bookkeeping for 5 years plus current year. And as additional service we keep all other personal data for 10 years.</p>	<p>We will retain your personal data for this purpose for 10 years after your graduation or stopping the institute.</p>	<p>We share your personal information with:</p> <ol style="list-style-type: none"> 1. The Educational and Ethical Board (EEB) 2. The administration at GIS office 3. Name, mail and phone no. with your fellow students 4. The educational leaders on the seminars held by GIS-International ApS

Gestalt Institute of Scandinavia, GIS • International ApS.

CVR 27 50 48 09

Næsbyvej 28, Orø • DK-4305 Orø • Tel. +45 5947 0017 • gis@GIS-International.com • www.GIS-International.com
 Certified by EAGT, The European Association for Gestalt Therapy and EAP, The European Association for Psychotherapy,
 And by The Danish Association for Psychotherapy.

3) WHAT ARE YOUR RIGHTS?

You have the following rights:

- You have the right to request access to and rectification or erasure of your personal data.
- You also have the right to object to the processing of your personal data and have the processing of your personal data restricted.
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent.
- You have the right to receive your personal information in a structured, commonly used and machine-readable format (data portability).
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency.

You can take steps to exercise your rights on:

www.gis-international.com or gis@gis-international.com

There may be conditions or limitations on these rights. It is therefore not certain, that you - for example - have the right of data portability in a specific case. This depends on the specific circumstances of the processing activity.

Last updated: January 2024

Signature of acceptance and consent of the above described policy.

Data/ Place

Signature