

Privacy and cookie policy



# **Privacy Policy**

Our Privacy policy outlines the ways we collect and process your data and our reasons for doing so. Maternity Foundation is the data controller for the information we collect about you, and we will ensure, that your personal information will be treated in accordance with the law.

If you wish to contact us regarding our treatment of your personal information, you can do so by contacting us per email: mail@maternity.dk.

# Processing of personal data

Personal data is all kinds of information, which to some extent can be attributed to you.

As a member or sponsor with us we collect the following personal information about you: Name, address telephone number, e-mail, date of birth, nationality, gender, national insurance nr and bank account information.

As a supplier and partner with us we collect following personal information about you: Name, address, telephone number, e-mail, nationality, gender, initials, department, title, other contact information, employment and any bank details if relevant.

When you use our website, we collect and process personal information. That happens by common access of content i.e. if you sign up for our newsletter, participate in competitions or surveys, register as a member or donate money to the fund.

We normally collect and process following types of information: a unique ID and technical information about your computer or tablet, your telephone number, IP-address, geographical location as well as information regarding the content you consume on our site.

To the extent that you explicitly state that you consent to this and enter the information yourself name, telephone number, e-mail, address and payment information is also processed. It will typically be in connection with donation or membership.

# Privacy policy in connection with recruitment

Upon receipt of applications and attachments, the forwarded material will be read by the relevant leader with the purpose of answering and evaluating the content in relation to a defined job.

- Applications and attachment will be shared internally with the relevant person in the recruitment process and will not be passed on to others outside the company.
- If a recruitment company is used in the recruitment process, this will be stated in the vacancy notice, and the application will then be shared with the recruitment company.
- Applications and attachments will be saved, until the right candidate is found, and the recruitment process is finished, and the trial time has expired.
- Then the applications and attachments for the candidates, who did not get the position, will be deleted.
- If the applications and attachments are kept for more than 12 months, special consent is obtained with the candidate.

# Safety

We have taken appropriate technical and organizational measures to protect your personal information from accidentally or illegally being deleted, published, lost, impaired, coming to the knowledge of unknown parties, abused or otherwise treated in violation to the law.



## **Purpose**

Personal data of members or donors are collected for the following purpose:

- Reception and registration of donation
- Reporting to tax for receipt of tax deduction for donation over 500 kr.
- Administration of your relation to us

Personal data about suppliers, sponsors and collaborators are collected for following purposes:

- To support the organisation's work and to deliver information about pregnancy, complications and more. To health workers to reduce mortality related to pregnancy and birth in underdeveloped countries.
- Administration of your relation to us.

Information collected on the website is used to provide the services, you have requested, such as sending a newsletter.

## Data minimization

We collect, process and only store the personal data that is necessary to meet our stated goals. In addition, it can be determined by the law what type of data is necessary to collect and store for our business operations. The type and extent of the personal data we process, can also be determined by the need to meet a contract or another legal obligation.

## Data is kept up to date

As our service depends on your data being correct and updated, we ask you to inform us of any relevant changes in your data. You can use the contact information seen above to inform us of your changes, then we will make sure that your personal data is updated. If we find inaccurate data, we will update the personal data accordingly and notify you about the changes.

## Data storage period

The data is kept for the time span which is allowed according to the law, and we delete data when they are no longer necessary. The time span depends on the character of the data and the background for storing it. Therefore, it is not possible to indicate a general time frame for when data is being deleted. Regarding donations we keep these for 5 years from the end of the relevant fiscal year in which the donation was made after which the information is deleted in accordance with the bookkeeping act § 10.

If you have any questions regarding deletion deadlines, you are always welcome to contact us.

## Storage

The data is kept safe and confidential on a computer with limited access in controlled facilities. The security check is regularly reviewed in order to handle data properly at all times and in accordance with your rights.

## **Access**

In the Maternity Foundation Anna Cecilia Frellsen (CEO), Birthe Thomsen (Deputy Director), Camilla Søderberg (Project Manager) and Søren Aarslev (Financel Manager) have access to the data that is registered about you.

## **Data Controller**

Data Controller in the Maternity Foundation is Anna Cecilia Frellsen (CEO).

#### Consent



Your consent for receiving newsletters is voluntary and you can withdraw your consent at any time by contacting us. Use the contact information above if you need further information.

#### Disclosure of information

We use a number of third parties to store and process data including vendors of IT-solutions. These only deal with information on our behalf and are not allowed to use them for their own purposes. When it is appropriate data is passed on to for example the Danish Tax Authorities.

Information provided to maternity.dk is not sold or disclosed to third parties unless this happens in connection with a full or partial sale of the company. Any disclosure in such a situation will be in accordance with the personal data law in force at any given time.

We do not record any sensitive information.

Disclosure of personal data such as name and email etc. for other purposes will only happen if you consent to it.

## Your rights

You have the right to be informed at any time about the data we are processing about you, from where the data originates, and what we use them for. You can also be informed about how long we keep your personal data and who will receive data about you to the extent that we pass data in Denmark and abroad.

If you request it, we can inform you of the data we are processing about you. However, the access can be limited for consideration for other persons privacy protection, trade secrets and immaterial rights.

You can make use of your rights by contacting us. You find our contact information at the top.

If you believe that the personal data we are dealing with about you are incorrect, you are entitled to have them corrected. You should contact us and inform us about the inaccuracies and how we can correct them.

In some cases, we will have an obligation to delete your personal data. This applies for example if you withdraw any given consent. If you believe that your data is no longer necessary in relation to the purpose for which we obtained them, you can ask to have them deleted. You can also contact us, if you believe that your data is being processed in violation of the law or other legal obligations.

In this situation you can file a complaint with Datatilsynet.

When you address us with a request to have your personal data corrected or deleted, we investigate if the conditions are met, and in this case, we will delete or correct your data as quickly as possible.

You are entitled to object to our processing of your personal data. You can use the contact information at the top to send a complaint. If your complaint is justified, we will stop processing your personal data.

You have the opportunity to use data portability in case you want your data moved to another IT-vendor.

We delete your personal data by ourselves, when they are no longer relevant for the purpose they were obtained.

Any dispute between the foundation and the payer shall be settled according to the rules of Danish law.



## Use of cookies

When you visit our website, information is collected about you that is used to adapt and improve our contents. If you do not want information to be collected, you should delete our cookies and leave the website.

Cookies are saved on your computer, cell phone or similar with the purpose of recognizing it, remember settings, make statistics and target ads. Cookies can't contain harmful code like a virus.

If you delete or block cookies the contents might become less relevant for you. Furthermore, you might risk that the website doesn't work optimally and that there might be contents you can't access.

## What is a cookie?

A cookie is a small text file that we store in your computer, so we can keep track of what is happening during your visit and to be able to recognize the computer. A cookie contains only text, it is not a programme and it does not contain virus.

# How to reject or delete your cookies

You can always reject cookies on your computer by changing the settings in your internet browser. Where you can find the settings depends on which browser you're using. However, you must be aware that if you do so, many features and services will not be available to you, because these features and services require that the website remembers the choices you make.

Cookies earlier accepted by you can subsequently be deleted easily. If you're using a PC/computer with a new internet browser, you can delete your cookies by pressing the hotkeys: CTRL + SHIFT + Delete. If the hotkeys don't work, and/or if you're using a MAC, you should start by figuring out which browser you're using and then click on the relevant link:

Microsoft Internet Explorer
Google Chrome
Safari
Firefox

Remember: If you're using more internet browsers, you must delete cookies in all of them.

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