Privacy Policy of Klaksvík Municipality (Data Protection Notice)

As the data controller, Klaksvík Municipality is responsible for ensuring that the processing of personal data complies with the provisions of the Data Protection Act and that data subjects are informed about what personal data is registered about them in accordance with Chapter 4 of the Data Protection Act.

We take the protection of your personal data seriously and have therefore adopted this Privacy Policy, which explains how we process your personal data.

1. We are the data controller

Klaksvík Municipality is the data controller for the processing of the personal data we have received about you. If you have any questions regarding the processing of personal data, data security or a possible personal data breach, you are welcome to contact the Municipality.

Klaksvík Municipality
Nólsoyar Pálsgøta 32
700 Klaksvík
Email: klaksvik@klaksvik.fo
Telephone: +298 41 00 00

Opening hours: Monday to Thursday from 10:00 to 16:00 and Friday from 10:00 to 15:00.

If you have any questions about our processing of your personal data, you are also always welcome to contact our Data Protection Officer (DPO):

- By email: Send an email to dpo@klaksvik.fo with the subject line “Att. Data Protection Officer”
- By telephone: You can call the Municipality on +298 41 00 00
- By post: Klaksvík Municipality, Nólsoyar Pálsgøta 32, 700 Klaksvík, Att: Data Protection Officer

2. When does Klaksvík Municipality process personal data about you?

Klaksvík Municipality processes personal data in connection with the Municipality’s activities, including the tasks that we, as a municipality, are legally required to perform and the services that the Municipality is required or has decided to provide to you. This covers a wide range of services, including Children & Youth, Culture & Leisure, Building & Housing, Health & Safety, as well as all other services, benefits and obligations provided by the Municipality.

The Municipality may have entered into an agreement with you, making it necessary for us to obtain and process personal data about you.

You may also have submitted an enquiry, an application, a complaint, a job application, etc. to the Municipality, which requires the Municipality to process what you have submitted as a case. In this connection, your personal data will be processed.

The Municipality may also process a case in which you are involved. In such cases, your personal data may also be processed.

3. Purposes and legal basis for the processing of your personal data

Klaksvík Municipality is required to provide residents with statutory services and benefits, and it is therefore necessary for the Municipality to process your personal data.

There may therefore be several different purposes for processing your personal data:

- The Municipality may have a legal obligation towards you that requires us to process personal data about you.
- Certain tasks may require the processing of your personal data as part of the exercise of official authority vested in the Municipality.
- We may also have obtained your consent to process your personal data.

3.1 Legal basis for our processing

As described above, the Municipality may process different categories of personal data, and the legal basis for such processing may therefore vary.

- The legal basis for the processing of ordinary personal data is Section 8(1), nos. 1–5 of the Data Protection Act. The legal basis for processing special categories of personal data is Section 12(1), nos. 1–4 and nos. 6–8, as well as subsection 2, in addition to Section 11(2) of the Data Protection Act.
- Where we collect and process personal data for statistical purposes, the legal basis is Section 7(3) of the Data Protection Act.

4. Categories of personal data

We process the following categories of personal data about you:

Klaksvík Municipality may process both ordinary personal data and special categories of personal data, depending on the nature and circumstances of the individual case.

5. Recipients or categories of recipients

As a general rule, Klaksvík Municipality does not disclose personal data collected in connection with the processing of a specific case.

However, in certain cases it may be necessary, in order to comply with obligations under, for example, the Public Administration Act or legislation on public access to documents, to disclose personal data to another public authority or a third party. In such cases, only the personal data necessary for the relevant purpose will be disclosed.

In addition, in some cases we use data processors who assist us in processing your personal data appropriately and securely. This may, for example, include the storage of personal data or assistance from external advisers in connection with case processing.

6. Transfers to recipients abroad, third countries or international organisations

As a general rule, Klaksvík Municipality does not use suppliers or data processors located outside the EU/EEA (third countries). However, this may occur in individual cases, for example in connection with social media where the recipient is located in the United States.

If we transfer your personal data outside the EU/EEA, we will ensure that there is an adequate legal basis for the transfer. This means that we will ensure that an adequate level of protection is provided for your personal data.

7.1 Klaksvík Municipality uses Facebook

Klaksvík Municipality has a Facebook page which is used to provide information and publish various announcements. You should be aware that Facebook collects information about you through cookies when you use Klaksvík Municipality's Facebook page. This means that we may receive statistics about visitors to the page, while Facebook uses this information to customise your profile and determine which advertisements are shown to you.

If you see content published on Facebook, this will generally be because you have created a Facebook profile and accepted Facebook's policies.

You can read more about Facebook's cookie policy on Facebook's website.

7. Source of the personal data

As mentioned above, the Municipality collects and processes personal data about you. In most cases, the personal data is obtained directly from you, but it may also be obtained from other sources.

In some cases, Klaksvík Municipality receives personal data about you when processing a case in which you are involved in one way or another. In such cases, the personal data may have been obtained from other public authorities or organisations, such as TAKS or the National Population Register, or from the person or entity that submitted the matter to the Municipality.

You always have the right to know where we obtained your personal data from.

8. Period for which personal data is stored

Klaksvík Municipality is required to ensure that personal data is stored in a manner that does not allow data subjects to be identified for longer than is necessary for the purposes for which the personal data is processed.

As a public authority, Klaksvík Municipality records incoming and outgoing correspondence. In this connection, Klaksvík Municipality follows the applicable rules and guidelines regarding how long information must be retained.

Under the Public Administration Act, archives legislation and other applicable legislation, Klaksvík Municipality is required to retain information contained in cases. Cases held by Klaksvík Municipality are transferred to the National Archives in accordance with the Faroese Archives Act. Once the information has been transferred to the National Archives or disposed of in accordance with applicable rules, Klaksvík Municipality no longer has access to the information.

Job applications from applicants who were not offered employment with Klaksvík Municipality are deleted one year after Klaksvík Municipality has made its decision in the recruitment process.

9. Your rights

Under the Data Protection Act, you have a number of rights in connection with our processing of your personal data.

The Data Protection Act provides data subjects with a number of rights. These rights are set out in Chapter 4 of the Data Protection Act and are described below. These rights are not absolute, and whether a request can be granted will depend on the circumstances of the individual case and the specific request.

If you wish to exercise your rights, please contact us using the contact details provided above.

10. Right to information – Sections 23–25

You have the right to receive information about the processing of your personal data.

11. Right of access – Section 26

You have the right to obtain access to the personal data that we process about you.

12. Right to rectification – Section 27

You have the right to have inaccurate personal data about you corrected.

13. Right to erasure – Section 28

In certain circumstances, you have the right to have personal data about you erased before our scheduled deletion date.

This right is not absolute, as other legislation, agreements or specific purposes may require the Municipality to continue retaining and processing your personal data.

14. Right to restriction of processing – Section 29

In certain circumstances, you have the right to have the processing of your personal data restricted. Where you have the right to restriction of processing, we may, as a general rule, only store the personal data while the restriction applies.

15. Right to data portability – Section 31

In certain circumstances, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to have those personal data transmitted from one data controller to another without hindrance.

16. Right to object – Section 32

In certain circumstances, you have the right to object to our processing of your personal data.

You may also object to the processing of your personal data for direct marketing purposes.

17. Right to withdraw consent

You may withdraw your consent at any time. If you withdraw your consent, processing based on that consent must cease.

If you choose to withdraw your consent, this does not affect the lawfulness of our processing of your personal data carried out on the basis of your consent before its withdrawal. Withdrawal of consent therefore only has effect for the future.

You may withdraw your consent by contacting the Municipality at klaksvik@klaksvik.fo or by telephone on +298 41 00 00.

18. Right to lodge a complaint with the Data Protection Authority

Pursuant to Section 76 of the Data Protection Act, you have the right to lodge a complaint with the Faroese Data Protection Authority if you are dissatisfied with the processing of your personal data.

If you believe that Klaksvík Municipality does not process your personal data in accordance with the provisions of the Data Protection Act, you have the right to lodge a complaint with the Faroese Data Protection Authority.

You can contact the Faroese Data Protection Authority by email at dat@dat.fo or by telephone on +298 30 91 00. The office is open on weekdays between 09:00 and 15:00.

Last updated: 15th September 2026