

Privacy Notice for Childcare Services

1. We are the Data Controller

Klaksvík Municipality is the data controller for the processing of the personal data we have received about you and your child. 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 kommuna

Nólsoyar Pálsgøta 32

700 Klaksvík

Email: klaksvik@klaksvik.fo

Telephone: +298 41 00 00

If you have any questions regarding our processing of your personal data, you are welcome to contact our Data Protection Officer:

Email: dpo@klaksvik.fo

Telephone: +298 41 00 00

2. When Klaksvík Municipality Processes Personal Data About You

Klaksvík Municipality processes personal data in connection with the Municipality's activities, including tasks that the Municipality is legally required to perform and services that the Municipality has decided to provide.

When residents receive childcare services from Klaksvík Municipality, the Municipality processes personal data about the child and the child's parents/guardians.

3. Purpose and Legal Basis

The purpose of the processing is to enable the Municipality to provide childcare services to the child.

The processing of ordinary personal data is carried out pursuant to section 8(1), nos. 1–4 of the Data Protection Act, in conjunction with the relevant legal basis governing childcare services. Where it is necessary to process special categories of personal data concerning the child, such processing is carried out pursuant to section 12(1), no. 1–3.

4. Categories of Personal Data

In connection with enrolment in childcare services, we collect the information necessary to administer and provide the service.

Information collected in connection with enrolment in childcare services: the name, address and personal identification number of the child and the parents/guardians, as well as the contact details of the parents/guardians.

Where necessary for the care and well-being of the child, we may also process information concerning, for example, the child's health, development, well-being or special needs.

Before a child starts at a childcare institution, a "transition meeting" is held, attended by staff, parents and, where relevant, other persons. The purpose is to ensure a smooth transition for the child from one childcare setting to another, for example from family day care to kindergarten.

Parents complete a registration card containing information about the child, the child's health, vaccinations, etc. They are also given the opportunity to provide consent for, among other things, photography, transportation in a vehicle driven by staff, and similar activities.

While the child is enrolled at the institution, photographs may occasionally be taken for internal use.

Where photographs are intended for publication, consent will be obtained from the parents/guardians; see section 6.1. The institution may also prepare various documents and notes, for example in connection with parent meetings, which are held regularly while the child is enrolled at the institution, as well as in connection with monitoring the child's language development and well-being.

While the child is enrolled in childcare services provided by Klaksvík Municipality, parents are given access to information from the childcare institution and photographs through the Intra IT system.

A meeting is also held when the child transitions from the childcare institution to school.

5. Recipients or Categories of Recipients

Relevant employees of Klaksvík Municipality and the childcare institution have access to the information where this is necessary for the performance of their duties. The Municipality may be subject to statutory obligations requiring it to disclose personal data to other public authorities, for example pursuant to child protection legislation or to Sernám.

The Municipality may also use data processors that process personal data on behalf of the Municipality, for example in connection with IT systems. Data processing agreements are in

place with the relevant data processors.

6. Transfers to Recipients Abroad, Third Countries or International Organisations

As a general rule, Klaksvík Municipality does not use suppliers or data processors established outside the EU/EEA (third countries). However, this may occur in individual cases, such as 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 an adequate level of protection for your personal data.

6.1 Klaksvík Municipality Uses Facebook

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

If you view content 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 here:

[Cookie Policy – Facebook](#)

Photographs of children may occasionally be published on the Municipality's website or Facebook page, for example in connection with special occasions or events. Photographs of children are only published in this context where consent has been obtained from the parents/guardians.

7.1 Sources of Personal Data

The personal data processed by the Municipality is largely obtained directly from you, but it may also be obtained from other sources.

In some cases, Klaksvík Municipality receives personal data about you or your child where we are required to deal with a matter in which you or your child are involved. In such cases, the personal data may be received from other public authorities or from the person or entity that submitted the matter to the Municipality.

You have the right to be informed of the source from which we obtained the information.

8. Period for Which Personal Data Is Retained

Klaksvík Municipality is required to ensure that personal data is retained in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.

As a public authority, Klaksvík Municipality documents its activities and complies with applicable rules and guidelines regarding the period for which information must be retained.

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

9. Your Rights

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

The Data Protection Act grants data subjects a number of rights. These 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 in section 1.

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 concerning you corrected.

13. Right to Erasure – Section 28

In certain circumstances, you have the right to have personal data concerning you erased before the date on which we would otherwise delete it.

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 obtain restriction of the processing of your personal data. Where you have the right to restriction of processing, we may, as a general rule, only retain 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 also have the right to object to the processing of your personal data for direct marketing purposes.

17. Right to Withdraw Consent

A data subject may withdraw their consent at any time. Where consent is withdrawn, any 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. Complaints to 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 (Dátueftirlitið) if you are dissatisfied with the processing of your personal data.

If you believe that Klaksvík Municipality is not processing 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 may lodge a complaint regarding the processing of your personal data by contacting the Faroese Data Protection Authority at dat@dat.fo or by telephone on +298 30 91 00. The office is open on weekdays from 9:00 to 15:00.

The website of the Faroese Data Protection Authority is www.dat.fo.

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