

## **The purposes of the data processing**

The Danish Ministry of Foreign Affairs (MFA) processes personal data to advise and solve assignments for Danish export companies.

## **What information do we process**

The MFA processes information on the contact person: name, address, company and contact information in the form of e-mail and phone number.

## **For how long will the Ministry keep my personal data?**

The MFA will only process your personal data as long as it is necessary for us to carry out our activities and to comply with our obligations as a Danish public authority.

The MFA will only keep your data for maximum of one year until it is deleted.

## **Will anybody else receive my personal data?**

In certain cases, the MFA will share your personal data with other public authorities. The MFA will not share more data than is necessary and will always do so in accordance with the general rules on the sharing of information between public authorities. If we receive a request for access to public administration records in a case containing your personal data, the MFA is usually obliged to disclose the data unless it is confidential.

## **Legal basis**

As a Danish public authority, the Ministry processes personal data in compliance with a number of general rules which apply to all public authorities, e.g. the rules on the registration of public records and archiving. Data is processed in accordance with GDPR art 6(1)(e).

In addition to the general rules, specific legislation applies to the Ministry's activities. This body of legislation is available (in Danish) at [lov om Udenrigstjenesten af 13. april 1983](#) (amended), [lov om visse aspekter af Danmarks Eksportråds virke af 31. januar 2001](#) (amended)

and [lov om internationalt udviklingssamarbejde, jf. seneste lov af 18. juni 2012](#).

## **Your rights**

In connection with the MFA processing of personal data, you have the right to:

- Request for access to your personal data
- Request the rectification of inaccurate personal data
- Request that your personal is personal data erased in special cases
- Request that the Ministry's processing is restricted
- Object to the Ministry's otherwise lawful processing
- File a complaint with the Danish Data Protection Agency. Complaints must be addressed to: Datatilsynet, Carl Jacobsens Vej 35 2500 Valby, Denmark, e-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

## **Formal requirements**

The Ministry of Foreign Affairs is the data controller of the processing of personal data described above.

If you have any questions or wish to invoke your rights as described above, please contact the Ministry's data protection officer at [dpo@um.dk](mailto:dpo@um.dk).