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PERSONAL DATA POLICY FOR VOLUNTEERS WORKING FOR THE MUSCULAR DYSTROPHY FOUNDATION

1. General

1.1 This Personal Data Policy (“Policy”) applies to all the personal information that you provide to us and / or that we collect about you, as part of your affiliation with the Muscular Dystrophy Foundation as a volunteer.

1.1.1 Our organization is made up of several independent legal entities¹ that share the data responsibility for the data we have about you as a volunteer. It is between the organizations agreed, that The Muscular Dystrophy Foundation ensures compliance with the obligations incumbent on us as responsible data controller to you.

1.2 In this policy, you can read more about what personal information we collect, how we handle your personal information and for how long we store information about you, etc. You should read this Policy and contact the VOLUNTEER OFFICE if there is anything in the Policy that you cannot accept. You can find the current version of the Policy at WWW.KRÆWET.DK at any time.

1.3 The overall legal framework for our processing of personal data is Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th, 2016 on the protection of individuals with regard to the processing of personal data and on free movement of such data and on repeal of Directive 95/46 / EC and its regulation. In addition, the area is regulated by the Data Protection Act in force at any given time.

1.4 All questions regarding this policy as well as suspicion of non-compliance must in the first instance be directed to the VOLUNTEER OFFICE - frivillig@kræwet.dk

2. Definitions

2.1 The following are definitions of some of the most important concepts of personal data law:

¹ The legal entities include: Handshake, erhvervsdrivende fond (Cvr. 26716292), Eurovenuefonden (Cvr. 17714643), Rehabiliteringscenter for muskelsvind (Cvr. 88502728), Fonden Event Safety (Cvr 38378686)

Personal information Any kind of information about an identified or identifiable natural person. That is, all information that, directly or indirectly, alone or in combination, can identify a particular natural person.

Data controller The natural or legal person, public authority, institution or other body that alone or together with others decides for what purposes and with what aids Processing of Personal Data may be carried out.

Data Processor The natural or legal person, public authority, institution or other body that processes Personal Data on behalf of the Data Controller.

Processing Any activity or series of activities that involve the use of Personal Information, eg. collection, registration, systematization, change of, search in, compilation, transfer or transfer to persons, authorities, companies, etc. outside the MUSCULAR DYSTROPHY FOUNDATION.

Special Categories of Personal data Information on racial or ethnic origin, political, religious or philosophical beliefs or trade union affiliation, genetic data, health information or information on a person's sexual relations or sexual orientation and information in the form of biometric data, provided that biometric data is processed with it purpose uniquely to identify a natural person (sensitive information).

Personal Data Regulation Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27thl 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and cancellation og Directive 95/46 / EC and its Regulations.

The Data Protection Act Danish law, Act no. 503 of 23/05/2018

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3. Purpose of Processing of Your Personal Information

3.1 The purpose of collecting and processing personal data is to manage your participation as a volunteer in the MUSCULAR DYSTROPHY FOUNDATION. Your personal information will be used for the following purposes:

- Documentation of event history, log, relevant training - eg: drivers license for bus or truck, truck certificate, hygiene course, first aid course, etc.
- General personnel administration, including registration of sign ups for events, overview of section / team divisions, distribution of information - including newsletters, tour books, evaluation links, etc.
- Administration of travel compensation, reimbursement of expenses, gifts, etc.
- Administration of insurance of volunteers
- Management of access rights to www.kræwet.dk

3.2 We only use your information for the above purposes, unless a new purpose is clearly compatible with the original purposes or if you have given prior consent.

3.2.1 To ensure the quality of your personal information, you will once a year be automatically asked to update it on www.kræwet.dk. However, we are dependent on you informing of relevant changes such as a new e-mail address, new telephone number or similar.

4. The personal information we process about you

4.1 We collect this information directly from you:

4.1.1 We collect the following Personal Information: Name, address, postcode, city, telephone number, e-mail address, civil registration number, registration and account number (only when requesting a travel refund), next of kin / contact person, height, clothing / shoes size, driving license information, selected competencies, dietary information / dietary considerations.

4.1.2 We do not collect any special categories of information about you. However, we would like to know if there is anything health-related that we need to take into account in connection with the tasks you are expected to undertake at our event - eg: Do you have a bad back, bad knees, disability or similar. Or if you have prescribed medicine for something that we need to be aware of - eg: Asthma, allergies or the like.

4.1.3 In connection with your application to become a volunteer in the MUSCULAR DYSTROPHY FOUNDATION, you are asked to give consent for us to obtain information about your criminal history. We process the certificates solely on the basis of your consent. We delete the certificates immediately after we have reviewed them and thus do not store them. We will subsequently, with your consent, obtain information about your criminal record once a year, typically in December-January, if you still want to volunteer in the MUSCULAR DYSTROPHY FOUNDATION. Should the date of last obtained criminal record exceed 450 days, you will again be asked for consent to obtaining a criminal record, if you want to volunteer again.

5. Why are we allowed to process information about you (basis for processing)?

5.1 When you become a volunteer in the MUSCULAR DYSTROPHY FOUNDATION, you enter into an agreement with us. In order for us to manage your voluntary affiliation, we need to be able to process your Personal Information. We may also process your ordinary Personal Information if, for example, you have an inquiry or the like that precedes your decision to enter into an agreement with us. The legal basis for the processing of your personal data is Article 6 (1). 1, (b) of the Danish Personal Data Ordinance, as the processing of your information is necessary for us to fulfill our agreement with you or for us to handle inquiries and the like, prior to your possible entrance of an agreement with us.

5.2 We may also process a number of ordinary Personal Data about you as part of your affiliation with us, because we have a legitimate interest in processing such information, cf. Art. 6 pieces. 2, (f), unless your right to obtain protection of your own ordinary Personal Data takes precedence over our legitimate interest in processing your information. This may, for example, be the publication of information about employees on our website, Processing for the use of internal statistics, Processing in connection with our e-mail and Internet policy, etc.

5.3 In certain cases, we are also legally obliged to process Personal Data about you. It may, for example, be used for documentation of travel compensation, expenses and the like pursuant to the rules in the Accounting Act. Among other things, the organization must store accounting material for five years from the end of the financial year to which the accounting material relates.

5.4 Our Processing of any Special Categories of Personal Data (sensitive information), such as information about your health, takes place on the basis of your consent, cf. Art. 9, para. 2, (a) or with a view to a legal claim being established, asserted or defended, cf. Art. 9, para. 2, (f).

6. Sharing Your Personal Information

6.1 We share your Personal Information with the third parties who assist us in handling our personnel administration, including handling of travel compensation, hosting of IT systems, etc. This means that we can share your information with, for example, our Data Processors, in the form of service providers and technical support.

6.2 We share your information with our other companies / organizations to the extent that this is relevant to your particular affiliation with us, cf. 1.1.1

6.3 In addition to these organizations, certain individuals have special rights to our database, which allows them to use staffing systems, make information lists and view personal data. These are mainly volunteers with a leader role at events.

6.4 In addition to the above, we share your information to the extent we are obliged to do so, eg as a result of reporting requirements to public authorities, such as SKAT.

6.5 Pictures taken by you in function at one of our events can also be used for internal communication, including tour books, training material, section manager folders, at www.crewet.dk, as well as internal pages in the Muscular Dystrophy Foundation.

6.6 If you take on a task as a volunteer leader or otherwise receive special access rights and thus access to personal information, you accept the following with this policy:

6.6.1 Personal information is processed solely for event purposes

6.6.2 Personal information is only stored externally to a limited extent, and is deleted as soon as it is no longer necessary for the performance of the work.

6.6.3 Your access to personal information must never be used to provide third parties with insight.

6.6.4 You also accept that your personal email address and telephone number can be shared with those responsible for the event where you take on a leadership role.

7. Storage and Deletion of Your Personal Information

7.1 The personal information that we process about you as part of the ongoing administration of your voluntary work in the MUSCULAR DYSTROPHY FOUNDATION, such as information about education, experience, administration of employee benefits, insurance, pension, salary and reports to public authorities, etc. we store for THREE YEARS from the time you were last active at one of our events. If you do not respond to our inquiry WITHIN 3 YEARS, all your information incl. your Crewn number, permanently deleted in our database - www.crewet.dk.

7.2 Other personal information that we process about you, such as a criminal record, will be deleted immediately after review.

8. Your rights

8.1 Insight

8.1.1 You have a right to access the personal information we process about you. By writing to VOLUNTEER OFFICE - frivillig@kraewet.dk, you can request insight into the personal information that we have registered about you, including the purposes for which the information was collected. We will comply with your request for insight as soon as possible.

8.2 Correction and deletion

8.2.1 You have the right to request correction, additional processing, deletion or blocking of the personal information we process about you. We will comply with your request as soon as possible, to the extent necessary. If for any reason we are unable to accommodate your request, we will contact you.

8.2.2 If you have been paid a travel compensation or refunded an outlay, we are, cf. the Accounting Act, required to store this information for five years, regardless of whether you want to be deleted as a volunteer.

8.2.3 If you want your information deleted from our database, we can, based on the balance of interests rule in Art. 6 pieces. 1 letter f, retain relevant data. Other data will be deleted.

8.2.4 Other rights are set out in Articles 18 to 20 of the REGULATION

8.3 Withdrawal of consent

8.3.1 If the processing of your personal information is based on your consent, you have the right to withdraw your consent. Your withdrawal does not affect the legality of the treatment carried out before you withdrew your consent. Please contact the VOLUNTEER OFFICE - frivillig@kræwet.dk if you are in doubt as to whether you have given consent to the Processing of your Personal Data or if you wish to revoke your consent.

8.4 Terms and / or restrictions of your rights

8.4.1 There may be conditions or restrictions attached to the exercise of the above rights.

8.5 Possible consequences of not providing Personal Information

8.5.1 If you do not wish to give consent regarding Personal Data within the framework described above, you cannot volunteer in the MUSCULAR DYSTROPHY FOUNDATION

9. Security

9.1 IN THE MUSCULAR DYSTROPHY FOUNDATION, our Processing of Personal Data is subject to our IT and Security Policy. Our IT and Security Policy also contain rules for conducting risk assessment and impact assessment of existing, as well as new or changed treatment activities.

10. Complaining to the supervisory authority

10.1 If you are dissatisfied with our Processing of your Personal Data, you can complain to the Danish Data Protection Authority: Datatilsynet, Borgergade 28, 5th floor, 1300 København K., telephone 3319 3200, e-mail: dt@datatilsynet.dk

11. Changes and Updates

11.1 We reserve the right to change this Policy on an ongoing basis. Volunteers in the MUSCULAR DYSTROPHY FOUNDATION are notified of such changes via www.kræwet.dk

This Policy was last updated on 25-05-2018