

Purpose

The Learning Support Center processes personal data in order to advise students who have special needs, provide assistance with applications and test for reading and writing difficulties.

When does the Learning Support Center collect personal data?

In general, we process information that you have provided to us for one of the following reasons:

- inquiries via email
- guidance sessions
- documents you have provided
- testing for reading and writing difficulties
- assistance with application for special examination arrangements
- assistance with application for assistive technology from NAV
- assistance with application for an additional grant due to reduced functional ability from Lånekassen

Your privacy – how we store and use your personal data

We will only use your personal data for the purposes outlined above. Your personal data will be treated confidentially and in accordance with data protection regulations and this privacy policy.

Paper records that contain sensitive or confidential information are stored in locked files.

Emails containing sensitive information are deleted from the email system and transferred to an electronic recordkeeping system.

Who has access to your personal data?

Access to your personal data will be limited to Learning Support Center employees who need access due to one or more of the reasons listed in this document.

We will not share your data unless you have given us specific consent to do so. This includes Lånekassen and NAV.

How long do we store your personal data?

Personal data stored by the Learning Support Center will be saved for a maximum of six years from the commencement of your studies.

Your rights

You have the right to:

- access your stored personal data
- have your personal data corrected
- have your personal data deleted
- receive a copy of your personal data (data portability)
- complain to the Data Protection Officer or Norwegian Data Protection Authority regarding the handling of your personal data