



Creation of Company – Course Contact – Instructor at Banedanmark (Incl. notification about the processing of personal information)

Please tick user type

- Course contact**
 You will get access to Banedanmark's course portal where you can find information about each course as well as register and deregister your own employees. As the course contact, you will receive course invitations, changes, etc., which you are asked to pass on to your employees.

Please submit the form to bdkuddannelser@bane.dk – after which you will receive a reply by email from saphr@bane.dk with instructions for Banedanmark's portal.

Instructions for Use of the System and Data Access

This non-disclosure agreement (NDA) must be completed by the course contact/instructor applying for personal access to Banedanmark's portal. By signing and creating a profile, the person in question also gives permission for newsletters to be sent from Kursusdrift (Course Management) with information on course news, ERFA meetings for exchange of experience, operational disruptions, etc.

First name		Danish CPR nr. or date of birth	
Last name		Phone number	
Email address (Must be unique/personal)			

Company name		Central Business Register (CVR) No.	
Company address		Postal code and city	
Email address for invoicing (electronic invoices)		Misc. EAN No.	

Non-Disclosure Agreement (NDA)

IT Security Rules for External Business Partners

I, the undersigned, hereby declare that I will comply with Banedanmark's IT Security Rules for External Business Partners according to Appendix 1. Banedanmark reserves the right to block you from accessing Banedanmark's course portal at any time if these rules are not complied with.

Notification on the processing of personal information in connection with course registration

At the same time, I, the undersigned, declare that, in accordance with Appendix 2 Processing of Your Personal Data at Banedanmark, I will inform all persons, whose personal information is disclosed to Banedanmark in connection with courses, about their rights as course participants in connection with the registration of their personal data at Banedanmark.

Date and Signature

Company



Appendix 1 – IT Security Rules for External Business Partners

When you access data or systems, it is important that you follow the instructions you are given. These may vary depending on which data and systems you access.

In addition, Banedanmark requires you to follow the IT security rules listed below:

Password

The password must ensure that only you have access to precisely the parts of Banedanmark's data to which you have been granted access.

You must take great care at all times when accessing data. Do not let any unauthorised person(s)

gain access. When choosing your own password, it is worth remembering that:

- It must be so easy to remember that you do not need to write it down
- It must be replaced at regular, preferably fixed, intervals
- It must contain a combination of special characters, numbers, upper- and lower-case letters
- It must not contain your initials, your name, your family members' names and anniversaries
- It must not contain words that can be looked up in a dictionary.

Locking your PC or logging off

Always lock your PC when leaving it or log out of Banedanmark's system. To lock your PC, simply click <Ctrl + Alt + Delete> and then click <enter> when you leave.

Physical security

If you have borrowed equipment from Banedanmark, you must store it safely. Lock all doors and windows when you leave the workplace. Do not let any third parties gain insight into or access Banedanmark's data and systems. Please pay particular attention if you work from a location with poor physical security.

Logging

All traffic to and from Banedanmark is logged through Banedanmark's firewall. Furthermore, logging also takes place in the systems to which you have access. If inappropriate use occurs, your company will be contacted. In case of misuse, your access may be blocked.

Copyright

Do not pass on data belonging to Banedanmark to third parties. Thus, only your company has been given access to data and systems and only for a specific agreed-upon task.

Printing of data

All printed data must be stored in a safe manner. Confidential data must be stored securely and must be shredded when no longer used.

Confidentiality

You have a complete duty of confidentiality as far as Banedanmark's systems and data are concerned. Hence, you must sign a non-disclosure agreement (NDA) before you are given access to data and systems.

What to do if something is wrong

If you experience irregularities during use, please contact your own IT Department or the person responsible for your company's access.

Validity:

Your access/login to Banedanmark's course systems is valid as long as you use it actively. If you are not active in Banedanmark's course systems for a period of more than 24 months, your user access will automatically be blocked.



Appendix 2 – Information on the Processing of Your Personal Data

Banedanmark is the data controller and controls the processing of personal data we receive about you. Banedanmark's contact information: Banedanmark, Carsten Niebuhrs Gade 43, 1577 Copenhagen V, banedanmark@bane.dk, +45 8234 0000, Central Business Register (CVR) No.: 18632276.

Banedanmark's data protection officer can be contacted at:

- Telephone: + 45 2135 5411
- Email: DPO@trm.dk

Purpose of and legal basis for processing your personal data:

The purpose of processing your personal data is for Banedanmark to ensure that you obtain, or have obtained, the competences required for you to perform the duties covered by Banedanmark's security approval. In the event of railway safety incidents, the purpose of processing your personal data is to investigate and analyse the cause of railway accidents, incidents and other safety matters within Banedanmark's area of responsibility as the infrastructure manager. Banedanmark must also ensure unambiguous identification of each person's competences and authorities.

The processing of your personal information takes place in accordance with Art. 6(1)(c) of the General Data Protection Regulation, Section 11(1) of the Danish Data Protection Act and the Executive Order on Safety Approval and Safety Certificates within the Railway Sector in force at the time in question.

Banedanmark obtains the CPR number of all persons whose profiles are registered in Banedanmark's course system. This is to ensure unambiguous identification of individuals who participate in courses, including those to whom course certificates and other certificates are issued, as well as individuals who manage other people's course participation. Data is stored exclusively in Banedanmark's course system, which is protected by rights, so that only persons with a legitimate purpose have access to data, cf. Section 11 of the Danish Data Protection Act.

In connection with the processing, we store the following categories of personal information about you:

Personal data category	General personal data	Sensitive personal data
Master data including Civil Registration (CPR) No.	X	
Documentation of competences, training, certifications	X	

How long do we store your information?

Your personal data will be stored for as long as necessary in relation to the specified purpose of the processing. When the purpose of the processing no longer exists, your personal data will be deleted, anonymised or archived in accordance with the rules of archival legislation.

In connection with any deletion, we will emphasise whether your personal data is no longer necessary for the purpose of investigations and analyses of railway accidents, incidents and other safety matters in order to maintain a safe railway.



Your rights

Under the General Data Protection Regulation, you have a number of rights in relation to Banedanmark's processing of information about you. You have the right to request access to the information we process about you, and you have the right to request that incorrect information about you be corrected. In special cases, you have the right to have information about you deleted prior to the time of our general deletion. In addition, in certain cases, you have the right to have the processing of your personal data limited. You also have the right to object to the processing of your information.

There are exceptions to these rights, which means that you will not always be able to exercise all your rights. This is because Banedanmark, as a public authority, in many cases processes personal data as part of its exercise of authority and is therefore obliged to store personal data.

If you have any questions about the processing of your personal data or if you wish to exercise your right, you are welcome to contact Banedanmark's Education Centre by email to bdkuddannelser@bane.dk

The Danish Data Protection Authority is the complaints authority in connection with the General Data Protection Regulation (GDPR) in Denmark. Any complaints must be forwarded to them. The Danish Data Protection Agency can be contacted through their website at www.datatilsynet.dk.