

Privacy Statement Bergen School of Architecture

Bergen School of Architecture, BAS, is collecting and processing personal data from applicants, registered students, employees and collaborating partners. This Privacy Statement concerns information stored electronically and on paper.

BAS respects the right to privacy, and the handling of personal data is carried out according to the Personal Data Act and corresponding regulations.

Controller and data-processor

Rector is the main person responsible for the school's processing of personal data. The daily responsibility is delegated to the employees with authority in their specific work fields (data-processor):

Student officer: Data from applicants, registered students and management of this data in the student management system (Kong Arthur), mandatory reporting of data to the Norwegian State Educational Loan Fund, Lånekassen.

Accountant manager: Data connected to employees, students, the accountant- and payroll-system.

Office manager: Data connected to contracts, applications (for positions), employees, students, mandatory reporting of data to the database of higher education statistics, DBH.

Library manager: The library's registrations of lending/borrowers.

Janitor: The key-cards/locking

Reason and basis for processing personal data

BAS is collecting and processing data:

About applicants and students registered at BAS

BAS is collecting, processing and storing personal data to be able to manage the admission of new students, the teaching, exams, exchanges and other activities following the regulations and plans for the study.

The legal basis for processing the personal data for the students is the Act relating to universities and university colleges (UH-loven) with regulations, the Public administration act, internal regulations and the Personal Data Act (Personopplysningsloven) § 8 og § 9.

The personal data are necessary for the handling of applications, exams, exchanges, diplomas and transcripts etc.

BAS is obliged to report personal data to the database of higher education statistics, DBH and the Norwegian State Educational Loan Fund, Lånekassen.

Personal data processed are name, national ID-number, contact-information (address, email, telephone-number), class/study-year, study-programme, evaluations/marks, recorded messages of absence, like sick-leave and others. In addition to (voluntarily) stated name and contact-information of two next of kin.

The student-data necessary to manage the study, is collected from the application-forms, information given by the students during the study-period, exams/evaluations and data from public agencies and collaborating partners (exchange-schools and practice-offices).

About employees

The legal basis for processing personal data about our employees is the Personal Data Act (Personopplysningsloven) § 8 og § 9.

The personal data is used for payroll and personnel administration purposes such as calculation and payment of salaries and other remuneration, required overview of working hours, absence, holidays and leave.

As an educational institution, BAS is required by law to provide / report personal data to the Database for Statistics on Higher Education, DBH.

Information that is processed is name, birth number, contact information (address, email, telephone), education, service seniority, job and salary information, name and (voluntarily) provided contact information for two next of kin.

The data is obtained from application documents, public agencies such as tax authorities, NAV etc. and previous employers (references).

BAS stores information about employees in personnel files. The school stores information about everyone who has worked in the business. At the end of the employment relationship, folders must be reviewed and unnecessary information deleted.

Name, position and work area are considered public information that can be published in the publication channels the school uses (web, annual reports, other social media).

About collaborators/others contacting BAS

Which personal information is registered depends on the purpose and requirements.

For professional project collaboration, personal information such as name, contact information, competence and employment conditions can be registered.

For more sporadic contact, names and contact information can be registered. BAS shall delete this information if the owner of the information so requests.

Disclosure of information to third parties

BAS is obliged to report student-data to the Norwegian State Educational Loan Fund, Lånkassen and the database of higher education statistics, DBH. Data reported are:

For students: name, address, mail-address, national ID-number, start- and finishing-date for the study, leaves, exchange, exams-results, ECTS.

For employees: Name, national ID-number, position at BAS; title and percentage, date of employment, salary.

Access to and deletion of personal information

Everyone has the right to basic information about how a business processes personal information. BAS provides this information in this statement and will refer to it in any inquiries.

Anyone who is registered in one of the school's systems has the right to access their own information. Information that the school is not required by law to have or that is necessary for the operation, shall be deleted if the owner of the information requests it.

Right to complain about the treatment

If you believe that we have not processed your personal data in a correct and lawful manner, or if you believe that we have not been able to fulfill your rights, you can complain about the processing.