

Bergen School of Architecture – Privacy Policy for Erasmus+ Mobility

1. Data Controller

Institution name: Bergen School of Architecture

Address: Sandviksboder 59-61a, 5035 Bergen

Organization number: 977 155 061

Email: adm@bas.org

Phone: 55363880

Data Protection Officer:

Anne M. Hansen, anne@bas.org

2. Purpose of Data Processing

Personal data is collected and processed in connection with your participation in Erasmus+ mobility (KA131). The purposes include:

- Processing of applications and contracts
 - Organization and administration of the mobility stay
 - Reporting to the National Agency (HK-dir) and the European Commission
 - Statistics and quality assurance
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3. What Personal Data is Processed?

We may process the following data:

- Identification information (name, date of birth, contact details)
 - Student/employee information (study program, field of study, role)
 - Mobility data (destination, type of mobility, duration)
 - Bank information (for scholarship payments)
 - Special needs, if applicable (with consent)
 - Any attachments as documentation
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4. Legal Basis

The processing is carried out under the following legal bases:

- GDPR Article 6(1)(b) – necessary for the performance of a contract
 - GDPR Article 6(1)(c) – necessary for compliance with a legal obligation
 - GDPR Article 6(1)(a) – consent (for special categories or voluntary sharing)
 - GDPR Article 9(2)(a) – consent for processing sensitive data (e.g., health information)
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5. Who is the Data Shared With?

- The European Commission and its tools (Beneficiary Module / Mobility Tool+)
 - The Norwegian Directorate for Higher Education and Skills (HK-dir)
 - Partner institutions in Norway and abroad
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6. Transfer to Third Countries

In cases of mobility outside the EU/EEA, personal data may be transferred to partners in third

countries. This is done with valid transfer grounds in accordance with Chapter V of the GDPR.

7. Data Storage and Deletion

Personal data is stored in accordance with Erasmus+ regulations and national requirements. The data is deleted or anonymized when no longer necessary for the stated purpose, typically after 10 years.

8. Your Rights

You have the right to:

- Access the data we have about you
 - Correct inaccurate information
 - Request deletion (in certain cases)
 - Restrict processing
 - Withdraw consent
 - File a complaint with the Norwegian Data Protection Authority (www.datatilsynet.no)
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9. Contact

If you have questions about how we process your data, please contact our Data Protection Officer:

Anne M. Hansen, anne@bas.org