



# Application for SPS (Special Educational Support)

\_\_\_\_\_

CPR-number (social security number)

\_\_\_\_\_

Name

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

Your study programme: \_\_\_\_\_

When did you start your study programme (month/year): \_\_\_\_\_

When do you expect to complete the study programme  
(month/year): \_\_\_\_\_

Your disability:

\_\_\_\_\_

\_\_\_\_\_

Which problems does your disability course in connection with your study programme?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have suggestions for aids that can ease your problems/difficulties caused by your disability  
in connection with your study programme?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Consent to submit application for special educational support

By signing the declaration, I confirm the following:

- I agree with the content of the application for special educational support
- My place of education can apply for special educational support to the National Agency for Education and Quality on my behalf in accordance with the content of the application
- I have received the document "*How the National Agency for Education and Quality processes information about you*"

I have been informed that the National Agency for Education and Quality and the suppliers of SPS-products administer personal data concerning health details that are relevant for the application pursuant to the General Data Protection Regulation, paragraph 9, subsection 2.

This consent is part of the application.

Place of education:

AALBORG UNIVERSITY

SU og SPS

Fibigerstræde 10, 9220 Aalborg Ø

Phone 9940 9430

Mail: [sps@aau.dk](mailto:sps@aau.dk)

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Applicant:

\_\_\_\_\_

CPR-number (social security number)

\_\_\_\_\_

Name

Name of custodian or legal guardian (if relevant):

\_\_\_\_\_

\_\_\_\_\_

Date and signature (handwritten)

# How the National Agency for Education and Quality administer your personal data

## 1. We are the data controller

Name: National Agency for Education and Quality (STUK),  
Center for Udgående Kvalitetsarbejde og Specialpædagogisk Støtte

Address: Holmens Kanal 22, 1060 Copenhagen K

CVR-nr. 29634750

Main phone number: 3392 5000, phone number SPS-department: 3392 6003.

Main e-mail: [stuk@stukuvm.dk](mailto:stuk@stukuvm.dk), SPS-e-mail: [SPS@stukuvm.dk](mailto:SPS@stukuvm.dk).

## 2. The purpose of the administration of your personal data

We administer your personal data in accordance to the following purposes:

- Administration of applications for subsidies for special educational support
- Administration of applications for grant of special educational support
- Appeals of rejection of special educational support
- Supervision of special educational support
- Statistics

## 3. Legal basis

We administer your personal data under the authority of the legal basis mentioned below:

- Bekendtgørelse nr. 632 af 21. juni 2019 om særlige tilskud til specialpædagogisk bistand til ungdomsuddannelserne, almene voksenuddannelser og forberedende grunduddannelse m.v.
- Lov om specialpædagogisk støtte ved videregående uddannelser, jf. lovbekendtgørelse nr. 748 af 16. maj 2015.
- Bekendtgørelse nr. 819 af 2. juni 2007 om specialpædagogisk støtte ved videregående uddannelse (SPS-bekendtgørelsen) med senere ændringer.
- Lov om maritime uddanner, jf. lovbekendtgørelse nr. 781 af 8. august 2019
- Lov om friskoler og private grundskoler m.v., jf. bekendtgørelse nr. nr. 816 af 14. august 2019.
- Lov om efterskoler og frie fagskoler, jf. lovbekendtgørelse nr. 815 af 14. august 2019

## 4. Categories of personal data

We administer the following categories of your personal data:

- Name
- Social security number

- Address
- E-Boks/e-mail
- Phone number
- Place of education
- Health details regarding your potential impairment of function or similar serious difficulties
- Information of your close relation of importance to the assessment of your potential impairment of function or similar serious difficulties

## **5. Recipients or categories of recipients**

We disclose your personal data to/gives admission of your personal data to the following actors

- Your place of education
- Your parents (if you are under your parents' custody) or your legal guardian.
- Some of the national agency's suppliers of special educational services. In case of situations, where the special educational support is directly commissioned by the national agency, this will be relevant. For instance in relevance to granting of licences and ordering of computer equipment. If you are granted special educational support, you will receive a letter of allocation through e-Boks (digital postbox). This letter contains information regarding the supplier of support and it links to an overview of the national agency's suppliers of special educational services.
- Tolkeportalen provided by Den Nationale Tolkemyndighed (if you are granted an interpreter)
- The board of appeal of the state system of educational subsidies (Ankenævnet for Statens Uddannelsesstøtteordninger), if you appeal a complete or partial refusal of special educational support, and the national agency maintain the refusal.
- Danish Agency for Institutions and Educational Grants (hosts the agency's system of administrative procedure, SPS2005).
- Danish Agency for Institutions and Educational Grants who uses personal data when assessing whether you are entitled to a supplement to your students' grant due to your impairment of function or similar serious difficulties (if you applied).
- The national agency discloses your personal data regarding special educational support in relation to students at the folk high schools and non-formal education if requested by the Ministry of Culture who supervises folk high schools and non-formal education.
- Research scientists (but never your name, contact info or your social security number).
- The National Audit Office (Rigsrevisionen).
- External consultancies who assist the agency. For instance consultancies assisting the programming in SPS2005 or the Danish Evaluation Institute.

## **6. Recipients in third countries including international organizations**

We do not disclose personal data to third countries or international organizations.

## **7. Retention of your personal data**

Public authorities are obligated to register according to offentlighedslovens § 15. All of your personal information that we receive as a part of the assessment of your case, we register in our systems of administrative procedure. The Danish National Archives receives our systems of administrative procedure approximately every fifth year and stores documents and personal data from the systems according to arkivlovgivningen.

## **8. Where your personal data comes from**

The personal data about you comes from:

- You, your parents or your legal guardian
- Your place of education
- The Civil Registration System
- Suppliers of tests (for example; at the higher educations the supplier forwards the result of a dyslexia test procedure directly to the agency for the further assessment of your case).

## **9. Automatic decisions including profiling**

We use automatic decisions when assessing first-time allocations of special educational support for applicants with dyslexia. This means that a caseworker is not assessing your case. An IT administration system assesses if the applicant is entitled to special educational support based on objective criterias. Applicants with dyslexia are exclusively entitled to support, if they complete the national dyslexia test procedure and they are placed in the red category, 'dyslexia'. It is possible to appeal the decision to the National agency for Education and Quality. An employee in the SPS-unit will review the appeal and include potential new, additional information in your case.

We do not use profiling.

## **10. Rights to rectification, erasure, restriction and objection**

Read about your rights to rectification, erasure, restriction and objection below.

Contact the National agency for Education and Quality if you want to assert your rights.

### Right of access

According to the General Data Protection Regulation, you have a right of access to the information about you that we assess and further information.

### Right to rectification (correction)

You have the right to correction of inaccurate personal data concerning you.

You also have the right to have incomplete personal data complemented if it makes your information complete.

### Right to erasure

Under certain circumstances, you have the right to have personal data erased before the time of our ordinary general erasure.

### Right to restriction of processing

Under certain circumstances, you have the right to have the processing of your personal data restricted. If you have the right to restricted processing we will merely process your data with your consent (except retention), or for the purpose of determining, asserting or maintaining a legal right, or to protect a person or important public interests.

### Right to object

Under certain circumstances, you have the right to object to the processing of your personal data. You can also object to the processing of your personal data for direct marketing purposes.

Read more about your rights in Datatilsynets vejledning om de registreredes rettigheder at [www.datatilsynet.dk](http://www.datatilsynet.dk).

## **11. Questions regarding our processing of your personal data**

If you have questions regarding our processing of your personal data you can contact the DPO of Danish Ministry of Education, Karsten Vest Nielsen via e-mail: [dpo@uvm.dk](mailto:dpo@uvm.dk)

## **12. Complaints to the Danish Data Protection Agency**

You have a right to file a complaint to the Danish Data Protection Agency if you are dissatisfied with how we process your personal data. The Danish Data Protection Agency's contact info is available at [www.datatilsynet.dk/english/contact-us/](http://www.datatilsynet.dk/english/contact-us/)