



DET KONGELIGE DANSKE
MUSIKKONSERVATORIUM

Information on the collection of personal data

The Royal Danish Academy of Music (RDAM) receives personal data from you when you register as a borrower at the RDAM library. We would therefore like to explain how RDAM collects and uses the personal information that you provide when becoming a user of the library.

Use of personal data, purpose and basis for processing

We collect and use your personal data to:

- Manage your loans and reservations
- Give you (student or employee at DKDM) access to the library outside staffed opening hours
- Give you access to use the library's self-service equipment
- Give you access to the library's online resources
- Send you information about returns and reservations
- Send you service notifications about changed library services

Video surveillance cameras have been installed at the entrance door to the library.

The basis for our processing is your request to be registered as a borrower.

In connection with the above-mentioned purposes, your personal data may be transferred to third parties providing relevant services under contract to RDAM, such as system suppliers or the Danish Debt Collection Agency. Such third parties process personal information only in accordance with RDAM's instructions.

Your rights

You have the right to be informed of any personal information that we process about you.

You also have the right to object to the collection and further processing of your personal information. In addition, you have the right to correct your personal information or ask us to restrict the processing of your personal information.

You can have your user profile/borrower account deleted in the system as long as you do not have any loans or any outstanding balances that have not been paid. If you wish to have your user profile/borrower account deleted, you must come to the library during the staffed opening hours with a photo ID and contact the library staff.

Storage of your data

We store your personal data for as long as you are registered as a user at RDAM's library. If you do not use the library or have outstanding balances for a period of 2 years, we will delete your personal data.

Information about the loan and recall of materials is deleted when the materials are returned and/or a possible fine is paid.

Video surveillance recordings from the library entrance are stored for 30 days but may be stored for a longer period if they are being used to investigate a particular event.

We have implemented appropriate technical and organisational security measures in order to ensure an adequate level of security for the storage of your data.

Contact and complaint

If you wish to exercise any of your rights, or if you have any questions or wish to complain about the processing of your personal data, you are welcome to contact our data protection officer at dpo@dkdm.dk.

You may also submit a complaint to the Danish Data Protection Agency. You will find the contact information for the Danish Data Protection Agency at www.datatilsynet.dk.