

# Dataforordning

## Hvilken data indsamles og til hvilket formål:

Hos Pole Republic indsamles følgende oplysninger på medlemmet ved indmeldelse:

\*Gælder både prøvetimer, månedlige medlemskaber og klippekort

### *Fødselsdato og årstal*

Dette er en nødvendighed for at kende alderen på medlemmet, da der ved indmeldelse af børn/ unge under 18, skal så man kan få ekstra samtykke fra forældrene ved indmeldelse af børn/unge under 18.

### *Navn*

Nødvendig for at kunne se hvem der kommer til timerne og checke personen ind i systemet. Samt for at tilpasse undervisningen, til de medlemmer som er tilmeldt timen.

### *Adresse*

Bruges kun hvis medlemmet ikke betaler og det derved bliver nødvendigt at sende en fysisk regning til medlemmet. Adressen er derfor nødvendigt i det omfang at medlemmet ikke overholder sine betalinger.

### *E-mail*

En nødvendighed for at udsende beskæftigelse, time aflysninger, medlemsinformationer, ændringer i vilkår, betalingsopgørelse osv.

### *Telefon*

Nødvendighed for at tage kontakt til medlemmet, hvis der er nogle sidste øjeblikksændringer, som er for sene at sende ud pr. e-mail.

### *Kortoplysninger*

Gemmes kun ved månedlige medlemskaber, da det er en nødvendighed for at modtage den månedlige betaling. Ved klippekort og engangsbetalinger, gemmes dette ikke, da det ikke er en nødvendighed.

### *Oversigt over træning*

Dette gemmes for at virksomheden kan lave en analyse på brugen af de forskellige timer, der kigges ikke på det individuelle medlem, men på medlemsbasen som en helhed. Denne indsamling gør det også muligt for medlemmet selv at se hvor meget man træner, og hvilke hold man primært træner på.

### *E-mail korrespondancer omkring bero, udmeldelse og event booking*

Er en nødvendighed at gemme i både virksomheden og medlemmets interesse, hvis der opstår misforståelser omkring længe af bero, eller hvorvidt et medlemskab er sagt op, og en bero periode er efterspurgt. Disse e-mails bliver slettet senest 5 måneder efter bero perioden er stopper eller medlemskabet er opsagt. Dog hvis e-mailen indeholder personfølsomme oplysninger, bliver disse overstreget straks efter modtagelse af e-mailen.

Hos Pole Republic indsamles følgende information på bestilleren af events:

\*Gælder firma events og private events som bookes hos Pole Republic.

### *Navn*

Nødvendighed for at kunne skille bookingerne fra hinanden og se hvem der har booket de forskellige events.

#### *Telefon nr.*

Nødvendighed for at kunne kontakte kontaktpersonen, hvis der skulle opstå noget pludseligt på eventdagen.

#### *E-mail*

Denne er nødvendighed for at kunne sende en faktura og booking beskæftigelse ud til kunden.

#### *CVR nr.*

Kun ved firma events, indhentes dette, da det er en nødvendighed, for at kunne udsende faktura til virksomheden.

#### *Antal deltagere*

Virksomheden noterer både antallet på folk der deltager og folk der kigger på, en nødvendighed for at vide prisen for eventet, men også for at underviseren har adgang til at vide hvor mange der skal undervises, for at tilrette lægge undervisningen. Pole Republic noterer ikke grunden til hvorfor folk ikke deltager i underviseren, da dette ikke er nødvendig viden.

#### *E-mail korrespondance*

Denne gemmes indtil eventet er overstået, for at være sikker på at man ikke overser vigtige informationer. Mailen slettes senest 5 måneder efter at eventet har fundet sted. Hvis der er personfølsomme informationer i e-mailen, bliver disse overstreget efter e-mailen er læst og noteret, så man ikke har mulighed for at tilgå denne information op til eventdagen og efter.

## **Samtykke til at modtage nyhedsmail og tage billeder og videoer**

Samtykke indhentes af virksomheden i forhold til at sende nyhedsbreve ud, og til at tage billeder og videoer i studiet som kan bruges til markedsføringsmateriale. På nuværende tidspunkt kan der kun gives samtykke til at modtage nyhedsbreve fra Pole Republic via bookingsystemet, men på sigt vil det også være muligt ved promoveringsmateriale. Man kan til hver en tid ændring sit samtykke via sin booking side.

Når der bliver købt et medlemskab, skal forældre til børn/ unge under 18 år også give samtykke til at deres børn må træne i studiet.

## **The right to Be forgotten**

Alle har ret til at blive glemt i Pole Republics systemer og vide hvilket information vi har på dem.

Pole Republic gennemgår selv deres arkiver med Data hver 5 måned, for at slette data der ikke længere er nødvendigt for virksomheden at holde.

Hvis medlemmet ønsker at vide hvad information Pole Republic har på dem, skal de blot tage kontakt til den data ansvarlige via følgende oplysninger:

Pole Republic

Maibrit Ladegaard Jakobsen

Marguerite Vibys Plads 7

2000 Frederiksberg

Email: [hello@polerepublic.dk](mailto:hello@polerepublic.dk)

Mobil: +45 26 797 800 / + 45 29 61 41 36

Hvis medlemmet ønsker at få slettet dele eller alt data, skal der tages kontakt til den data ansvarlige hos Pole Republic. Hvis alt data skal slettes, kan medlemmet ikke længere være medlem i Pole Republic, da det er nødvendigt for os tilgå den data vi beder om, for at sikre betalingen af medlemskabet. Her gælder den samme sletnings periode som opsigelsen af et medlemskab som er løbende måned + næste måned.

Behandlingen af en forespørgsel på data og sletning af data, skal forventes at kunne tage op til en uge, efter at virksomheden har modtaget forespørgslen enten på e-mail eller pr. telefon.

## **Klager eller underen underrettes til følgende parter**

Hvis man mener at Pole Republic ikke har ret til at indhente og beholde ovenstående data, bedes de venligst tage til kontakt til Pole Republics data ansvarlige for at få en dialog om dette. Hun kan træffes via følgende oplysninger:

Pole Republic  
Maibrit Ladegaard Jakobsen  
Marguerite Vibys Plads 7  
2000 Frederiksberg  
E-mail: [hello@polerepublic.dk](mailto:hello@polerepublic.dk)  
Mobil: +45 26 797 800 / + 45 29 61 41 36

Hvis man ikke er tilfreds med behandlingen af data, kan man kontakte Data tilsynet via følgende informationer:

Datatilsynet  
Borgergade 28, 5  
1300 København K  
Tlf. +45 33 19 32 00  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

## **Which data is collected and for which purpose:**

### **At Pole Republic, the following information of the member upon registration, is collected:**

\* Applies to both trial classes, monthly memberships and punch cards

*Date and year of birth*

This is necessary to know the age of the member, so that extra consent from parents will be mandatory when enrolling children / youngsters under the age of 18.

#### *Name*

Necessary to see who comes to the classes and to check the person into the booking system. As well this is a tool to customize the teaching, to the members who are registered for the class.

#### *Address*

The address will only be used if the member does not pay the monthly payment and thus it will be necessary to send a physical bill to the member. The address is therefore necessary in so far as the member does not comply with his payments.

#### *Email*

A necessity for sending membership confirmation, emails about hours cancellations, changes in terms, payment statement, etc.

#### *Telephone*

A necessity to contact the member if there are any last-minute changes that are too late to send out on email.

#### *Credit card information*

This only account for monthly memberships, where it is a necessity to receive the monthly payment. For punch cards and stop-by payments, this is not saved, as it is not a necessity.

#### *Overview of training*

This is saved for the company to make an analysis of the use of the different hours, these numbers are not viewed on an individual level, but on the member base. This collection also allows the member to see how much he is training and which classes he primarily train on.

#### *Email correspondence about pause, enrollment and event booking*

The emails are a necessity to save in both the company and the member's interest if misunderstandings arise this can among others be about, whether a membership has been terminated and a pause is requested. These emails will be deleted no later than 5 months after the pause has ended or the membership has been terminated. However, if the email contains sensitive information, these emails will be crossed over immediately after receiving the information.

## **At Pole Republic, the following information is gathered on the order of events:**

\* Applies to company events and private events booked at Pole Republic.

#### *Name*

A necessity to separate the bookings from each other and see who have booked the various events.

#### *Telephone number*

A necessity to contact the person in charge of the event, if something sudden should happen, that change the time or the foundation of the event.

### *Email*

This is a necessity for sending an invoice and booking confirmation to the customer.

### *CVR nr.*

Only in case of company events, this is obtained as it is a necessity for sending invoices to the company, due to VAT registration.

### *Number of participants*

The company notes both the number of people attending and people watching, this is a necessity to know the price of the event, but also for the teacher to know how many are to be taught at the event. Pole Republic does not note the reason why people do not participate since this is not necessary knowledge.

### *Email correspondence*

This will be saved until the event is over, to make sure we do not miss important information. The email will be deleted no later than 5 months after the event has taken place. If there are personally sensitive information in the email, these will be crossed over after the email is read.

## **Approval to receive newsletters and take pictures and videos**

Pole Republic only sent newsletters to you if you have agreed upon this. At the time approval to receive newsletters from Pole Republic is done from the booking system, where you can give the right to receive newsletters, but also take the consent away if you no further would like to receive the newsletter.

Pole Republic can at any time send you changes in membership conditions, opening hours, prices, etc. in an email, even though you have not agreed to the newsletter, because this is changes in the structure of the studio, and do not have the intention of creating sales.

Approval to photo material, can soon be given through the booking system too, now consent is given when there is asked for promotion material in the form of video and photos, and the member will sign an approval sheet.

When a membership is purchased to a child under the age of 18, the parents are obligated to approve the membership, this is done through the signup sheet, where the parents information must be present as well as the child's information.

## **The right to be forgotten**

Everyone has the right to be forgotten in Pole Republic's systems and to know what information we have on them.

Pole Republic reviews their data files every 5 months to delete data that is no longer necessary for the company to hold. The data that still are a necessity to hold is kept, while all other information is deleted.

If a member / contact person wishes to know what information Pole Republic holds on them, they can contact the Data manager in Pole Republic, by using the following information. The data will be sent within a week from receiving the email.

Pole Republic

Maibrit Ladegaard Jakobsen  
Marguerite Viby's Plads 7  
2000 Frederiksberg  
Email: [hello@polerepublic.dk](mailto:hello@polerepublic.dk)  
Mobile: +45 26 797 800 / + 45 29 61 41 36

If the member wishes to delete parts or all data, you should also take contact Pole Republic's data manager, by using the information above. If all data is to be deleted, the member can no longer be a member of Pole Republic as it is necessary for us to access the data we request to secure the payment of the membership. Here the same deletion period applies as the termination of a membership that is current month + next month.

## **Complaints or submissions are notified to the following parties**

If you believe that the Pole Republic is not entitled to collect and retain the above data, please contact Pole Republic's data manager for a dialogue. You can contact her, by using the following information.

Pole Republic

Maibrit Ladegaard Jakobsen  
Marguerite Viby's Plads 7  
2000 Frederiksberg  
Email: [hello@polerepublic.dk](mailto:hello@polerepublic.dk)  
Mobile: +45 26 797 800 / + 45 29 61 41 36

If you are not satisfied with the processing of data, you can contact Data Supervision through the following information:

Data tilsynet  
Borgergade 28, 5  
1300 Copenhagen K  
Tel. +45 33 19 32 00  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

# **Privacy Policy**

## **Cookie and privacy policy**

Introduction

When you visit our website, polerepublic.dk, information about you is collected, which is used to customize and enhance our content and to increase the value of the ads displayed on the page. If you do not wish to collect information, you should delete your cookies (see instructions) and avoid further use of the site. Below we have elaborated on what information is collected, their purposes and which third parties, who have access to them.

## Cookies

The website uses "cookies", which is a text file that is stored on your computer, mobile or mobile. Similarly, for recognizing it, remembering settings, performing statistics, and targeting ads. Cookies cannot contain malicious code such as virus.

It is possible to delete or block cookies. See the guide: <http://minecookies.org/cookiehandtering>

If you delete or block cookies, ads may become less relevant to you and occur more frequently. In addition, you may risk that the site is not functioning properly and that there are content you cannot access.

The website contains third-party cookies that may vary to a degree:

- Cookiebot

- Google Analytics

- Square Space

## Personal information

### In general

Personal information is any kind of information that may be attributed to you to some extent. When you use our website, we collect and process a variety of such information. This happens for example. with regular access to our content, if you sign up for our newsletter, fill out contact forms, participate in competitions or surveys, register yourself as a user or member, other use of services or make purchases through the website. We typically collect and process the following types of information: A unique ID and technical information about your computer, tablet or mobile phone, your IP number, geographic location, and which pages you click (interests). To the extent that you explicitly consent to this and even enter the information, you will also be treated: Name, phone number, email, address and payment information. This will typically be associated with setting up login or by purchasing or completing contact form.

### Security

We have taken technical and organizational precautions against the fact that your information is accidentally or illegally deleted, published, lost, impaired or comes to the knowledge of a person, misused or otherwise treated in violation of the law.

### Purpose

The information is used to identify you as a user and show you the ads that are most likely to be relevant to you, to register your purchases and payments, and to provide the services you have requested, such as. to send a newsletter. In addition, we use the information to optimize our services and content.

### Period of storage

The information is kept for the time allowed by law and we delete them when they are no longer necessary. The period depends on the nature of the information and the background for storage. Therefore, it is not possible to specify a general timeframe for when information is deleted.

## Disclosure of information

Data about your use of the website, which ads you receive and, if any, click on, geographic location, gender and age segment, etc. be disclosed to third parties to the extent that this information is known. You can see which third parties we use in the "Cookies" section above. The information is used to target advertising.

In addition, we use several third parties to store and process data. These third parties only deal with information on our behalf and may not be used for their own purposes.

Disclosure of personal information such as name and email, etc. will only happen if you consent to it. We only use Data Providers in the EU or in countries that can provide your information with adequate protection

## Insights and complaints

You are entitled to know what personal information we are processing about you. You may also object to the use of information at any time. You may also revoke your consent to processing information about you. If the information processed about you is incorrect, you are entitled to correct or delete. Inquiry about this can be done at: [hello@polerepublic.dk](mailto:hello@polerepublic.dk). If you would like to complain about our processing of your personal information, you also have the opportunity to contact the Data Inspectorate.

## Publisher

The website is owned and published by:

Pole Republic

Marguerite Vibys Plads 7

2000 Frederiksberg

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