

# AW Academy's handling of your personal data

## Participants and website visitors

Purpose	Personal data	Basis for processing	Time we process the data
<p><b>Improve your website experience</b> Follow-up on how you, as a website visitor, use our website, in order to be able to develop and improve our website and provide you with relevant marketing.</p>	<ul style="list-style-type: none"> <li>• User generated data, such as click and visitor history</li> <li>• Technical data, such as device and IP address</li> <li>• Information on how you interact with us and use our services</li> <li>• Country</li> <li>• Date</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>Up to 38 months</p>
<p><b>Selection Tests</b> When you apply to AW Academy you will be asked to complete the selection tests. The tests form the basis for AW Academy's admission process to the course.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Test results</li> </ul>	<p>Consent</p>	<p>Until the application process is completed and up to two years thereafter</p>
<p><b>Admission Process</b> The admission process for our courses, consisting of tests and interviews, is carried out by Academic Work. For courses that are aimed at you as a private person and that are not linked to an employment with Academic Work, the recruitment process is carried out on behalf of AW Academy.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Motivation letter</li> <li>• Answers to admissions questions</li> <li>• Interview Notes</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>Until the application process is completed and up to two years thereafter</p>
<p><b>Introduction and registration</b> Collection of information about you prior to the start of the course you will be participating in, to give you access to the right materials and equipment.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Telephone number</li> <li>• Address</li> <li>• Contact details of related parties</li> <li>• Results from selection tests</li> </ul>	<p>Performance of a contract</p>	<p>Until the course is completed and up to two years thereafter</p>
<p><b>Course elements and participation</b> AW Academy handles information about your education and results within the framework of the course you attend. We monitor your performance and well-being throughout the course.</p>	<ul style="list-style-type: none"> <li>• Precense</li> <li>• Results of tests and tests</li> <li>• Choice of projects etc. during the course</li> <li>• Notes from meetings with you</li> </ul>	<p>Performance of a contract</p>	<p>Until the course is completed and up to two years thereafter</p>

<p><b>Course completion and follow-up</b> At the end of the course, your final results are compiled. If your course is funded by your current or prospective employer, your results from the course may be shared with it.</p>	<ul style="list-style-type: none"> <li>• Results and diplomas</li> <li>• Performance during the course</li> <li>• Attendance during the course</li> <li>• Any feedback from you on the quality of the course</li> <li>• Notes from ongoing reconciliations</li> </ul>	AW Academy's legitimate interest	Until the application process is completed and up to two years thereafter
<p><b>Events</b> Collection of information about you before events that we organize and that you choose to attend.</p>	<p>Where applicable:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Phone</li> </ul>	AW Academy's legitimate interest	Until the event is completed and up to three months thereafter
<p><b>Events</b> Collection of information about you prior to events that we organize and that you choose to attend.</p>	<p>Where applicable:</p> <ul style="list-style-type: none"> <li>• Allergies</li> </ul>	Consent	Until the event is completed and up to three months thereafter
<p><b>Events</b> Storage and other use of images from mingle, events etc.</p>	<ul style="list-style-type: none"> <li>• Pictures</li> </ul>	AW Academy's legitimate interest	As long as we have a purpose for using the images or until you request that we stop the processing
<p><b>Regular evaluations</b> Regular mailings of evaluations to develop and improve our education. The evaluations are anonymous, but we handle information about you when we send them out.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Response from the survey</li> </ul>	AW Academy's legitimate interest	Up to 12 months
<p><b>Newsletter</b> Regular mailing of newsletters to participants with news of AW Academy's operations and other relevant areas.</p>	<ul style="list-style-type: none"> <li>• E-mail</li> </ul>	AW Academy's legitimate interest	Until the course is completed
<p><b>Alumni Network</b> For those who wish, there is the opportunity to be part of AW Academy's alumni network. The purpose of the network is to enable former participants to stay in touch even after the training, and to allow AW Academy to save information about your participation in order to provide proof of completed courses.</p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Phone</li> <li>• Completed course</li> <li>• Year of graduation</li> </ul>	AW Academy's legitimate interest	Until you choose to leave the network

### In Case of emergency contact

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<p><b>Contact in case of emergency</b> Information about you is collected from participants in AW Academy's courses, which indicate you as a close contact in case of an emergency or cases of illness.</p>	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Relationship with the participant</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>During the participant's participation in the course and up to one month thereafter</p>
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## Teachers

Purpose	Personal data	Basis for processing	Time we process the data
<p><b>Establishing contact</b> We are looking for new teachers on external platforms and contact the people we think have an interesting profile.</p>	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Experience and areas of knowledge</li> <li>Notes from calls with you</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>From first contact and then as long as you show an interest in the role of teacher with us</p>
<p><b>Recruitment</b> Collection of information about you when you are recruited as a teacher at AW Academy.</p>	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Experience and areas of knowledge</li> <li>Contract Management</li> <li>Reference Data</li> </ul>	<p>Performance of a contract</p>	<p>During the period you are a teacher at AW Academy and thereafter as long as you have a continued interest in being a teacher at Academy</p>
<p><b>Newsletter</b> Regular mailing of newsletters to AW Academy teachers with news of AW Academy activities and other relevant areas.</p>	<ul style="list-style-type: none"> <li>Name</li> <li>E-mail</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>During the period you are a teacher at AW Academy and thereafter as long as you have a continued interest in being a teacher at Academy</p>
<p><b>Evaluation</b> The course participants continuously evaluate the teachers and provide feedback on the training.</p>	<ul style="list-style-type: none"> <li>Name</li> <li>Feedback from participants</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>During the period you are a teacher at AW Academy and up to 12 months thereafter</p>

## Suppliers

Purpose	Personal data	Basis for processing	Time we process the data
<p><b>Contact and communication</b> Communication with contacts from potential suppliers before and during procurement.</p>	<ul style="list-style-type: none"> <li>Name and contact information</li> <li>Picture</li> <li>Identification number</li> </ul>	<p>AW Academy's legitimate interest</p>	<p>Up to 3 years</p>

	<ul style="list-style-type: none"> <li>• Written correspondence</li> </ul>		
<b>Contact and communication</b> Communication with contacts with suppliers during the contract period.	<ul style="list-style-type: none"> <li>• Name and contact information</li> <li>• Identification number</li> <li>• Written correspondence</li> </ul>	AW Academy's legitimate interest	During the contract period and up to 3 years after the end of the contract period

## Customers

Purpose	Personal data	Basis for processing	Time we process the data
<b>Communication</b> Communicate with you as a contact person at a company / authority / organization to market and sell our services.	<ul style="list-style-type: none"> <li>• Name and contact information</li> <li>• Title</li> <li>• Date of calls and meetings</li> <li>• Any notes from conversations and meetings with you, containing information that you give us, e.g. about any needs for our services in your organization</li> </ul>	AW Academy's legitimate interest	During the time that we have an ongoing dialogue with you and up to 12 months after that
<b>Manage the customer relationship</b> Handling of information about you as a contact person at the customer when entering of contracts and under the contractual relationship between the customer and AW Academy.	<ul style="list-style-type: none"> <li>• Name and contact information</li> <li>• Title</li> <li>• Date of calls and meetings</li> <li>• Any notes from conversations and meetings with you, containing information that you give us during the customer relationship</li> </ul>	AW Academy's legitimate interest	During the contract period and 36 months thereafter
<b>Customer Event</b> Collection of certain information about you for any customer events that we arrange and that you attend.	<ul style="list-style-type: none"> <li>• Name</li> <li>• E-mail</li> <li>• Company</li> <li>• Title</li> </ul>	AW Academy's legitimate interest	The event is completed and up to three months thereafter
<b>Customer Event</b> Collection of certain information about you for any customer events that we arrange and that you attend.	<ul style="list-style-type: none"> <li>• Allergies</li> </ul>	Consent	The event is completed and up to three months thereafter
<b>Newsletter</b> Sending information via email that you yourself have requested or that we believe may be relevant to you.	<ul style="list-style-type: none"> <li>• Name and contact information</li> <li>• Company</li> <li>• Title</li> <li>• User behavior on our site</li> </ul>	AW Academy's legitimate interest	Until you unsubscribe from our newsletter