



# PRIVACY NOTICE

## WE ARE THE DATA CONTROLLER

Aalborg University  
Fredrik Bajers Vej 7K  
DK-9220 Aalborg  
CVR no. 2910238

## THE PURPOSE OF PROCESSING YOUR PERSONAL DATA

The purpose of processing your personal data is to manage, administrate, and validate software licenses for the AAU-developed software products DOTE and DOTEbase. Personal data is processed in connection with the purchase of a license and for ongoing verification that the license is valid.

## WE PROCESS THE FOLLOWING PERSONAL DATA:

General personal data (see Article 6(1) (a))  
(*name, email, and affiliation.*)

## HOW WE STORE YOUR DATA

We store your personal data securely and confidentially in accordance with applicable information security regulations.

License-related personal data (name and email address) is stored on a secure AAU license server for the purpose of license administration and validation. Access to the server is restricted and protected by appropriate technical and organisational security measures. The software applications (DOTE and DOTEbase) store all user-generated content locally on the user's own computer. No user-generated data is transferred to or stored by Aalborg University.

We store your personal data for as long as necessary to fulfil the purpose and in accordance with the applicable legislation. We then erase, anonymise or archive (in accordance with the Danish Archives Act) your personal data.

Archiving your personal data under the Danish Archives Act means that AAU, as a public authority, may in some cases be obliged to file and/or submit the information to the Danish National Archives. When the information is submitted to the Danish National Archives, the archiving rules of the Danish Archives Act apply. Among other things, this means that future disclosure of personal data requires permission from the Danish Data Protection Agency.

## DISCLOSURE TO THIRD PARTIES INSIDE THE EU

We do not disclose your personal information to third parties within the EU.

## DISCLOSURE TO THIRD PARTIES OUTSIDE THE EU

We do not disclose your personal data to third parties outside the EU.



AALBORG UNIVERSITET

## **YOUR RIGHTS**

When we process your personal data, you have several rights under the General Data Protection Regulation. For example, you have a right to erasure and a right to data portability.

In certain cases, you have a right of access, a right to rectification, a right to restriction of processing and a right to object to our processing of the personal data in question.

You can read more about your rights in our privacy policy, which you will find here:

[https://www.aau.dk/om-cookies/.](https://www.aau.dk/om-cookies/)

## **AAU'S DATA PROTECTION OFFICER**

If you have general questions about your rights, you can contact our Data Protection Officer Niels Vase at [dpo@aau.dk](mailto:dpo@aau.dk)

## **DO YOU WANT TO COMPLAIN?**

We must and will always comply with the rules. If you believe that we do not meet our responsibility or that we do not process your data according to the rules, you may lodge a complaint with the Danish Data Protection Agency at [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk).

However, we encourage you to contact us at [dote@id.aau.dk](mailto:dote@id.aau.dk), as we want to do our utmost to accommodate your complaint.