

## Application for change of personal data

### Mandatory digital self-service

An application for change of personal data is covered by the requirement of using digital self-service. This means that, normally, you cannot use this application form, but must use the digital self-service solution **PE1/US online** instead, which the Danish Immigration Service provides at [newtodenmark.dk](http://newtodenmark.dk).

**You should only use this application form if you believe that you are exempt from the requirement of mandatory digital self-service.**

If you use this form and the Danish Immigration Service assess that you are not exempt from mandatory digital self-service, the Immigration service can reject your application.

You can be exempt from mandatory digital self-service if there are special circumstances which make you unable to fill in a digital application. These special circumstances can e.g. be that you lack digital qualifications or cannot use the digital self-service solution due to health issues.

If the Danish Immigration Service assess that you can be exempt from mandatory digital self-service, the Immigration Service will process your application, even though it has not been submitted digitally. When the Danish Immigration Service assess whether you can be exempt from the requirement of digital self-service, the Immigration Service will take into account whether you already have been exempt from registration of Digital Post.

It is not a requirement that third-parties, e.g. lawyers and relatives, as well as Turkish Citizens, who are covered by the Association Agreement between the EU and Türkiye, have to use the digital self-service solutions.

Read more about who are exempt from digital self-service at [www.nyidanmark.dk/self-service](http://www.nyidanmark.dk/self-service)

If you believe that you are exempt from mandatory digital self-service, and you choose to hand in the application on this printable application form, please provide the following information:

Why do you believe that you are exempt from mandatory digital self-service? (mark with an X)

- A.  I am a Turkish citizen covered by the Association Agreement between the EU and Türkiye.
- B.  I am a third-party for the applicant, e.g. lawyer or relative.

If you have marked B with an X, please state your full name and relation to the applicant (attach a power of attorney if you are a relative or similar):

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- C.  There are special circumstances which make me unable to use the digital self-service solution.

If you have marked C with an X, please state which circumstances (attach documentation, if possible):

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Are you already exempt from registration for Digital Post?

Yes  No

### Change of personal data

PLEASE COMPLETE IN CAPITAL LETTERS

I, \_\_\_\_\_ (name)

\_\_\_\_\_ (Personal ID/CPR number)

would like to have the following of my personal data in the Danish Immigration Services records changed:

### Name

PLEASE COMPLETE IN CAPITAL LETTERS

At the moment I am registered with the following name:



In the future I want to be registered with the following name:

I enclose documentation for the change in the form of:

**OR**

**Country of birth  
LETTERS**

**PLEASE COMPLETE IN CAPITAL**

At the moment I am registered with the following country of birth:

In the future I want to be registered with the following country of birth:

I enclose documentation for the change in the form of:

**OR**

**Date of birth**

**PLEASE COMPLETE IN CAPITAL LETTERS**

At the moment I am registered with the following date of birth:

In the future I want to be registered with the following date of birth:

I enclose documentation for the change in the form of:

**OR**

**Nationality (country of citizenship)**

**PLEASE COMPLETE IN CAPITAL LETTERS**

At the moment I am registered with the following nationality (country of citizenship):

In the future I want to be registered with the following nationality (country of citizenship):

I enclose documentation for the change in the form of:

**Reason**

**PLEASE COMPLETE IN CAPITAL LETTERS**

Reasons why I have previously been registered with other personal data, and why I now want to change this (if you need more space, please add one more page)

**Signature**

Date and place

Signature

**For official use only**

Date received

Received by

**Information about data protection**

Data controller

The Immigration Service is responsible for processing the personal data you provide in this application form and for the data about you we receive in connection with processing the case. Our contact information is: Danish Immigration

Service, Farimagvej 51A, 4700 Næstved, CVR-nr.: 77940413, telephone: +45 35 36 66 00, [www.newtodenmark.dk](http://www.newtodenmark.dk)

## Data protection officer

If you have questions about how we process your personal data, you can contact our data protection officer who has the following contact information: Danish Immigration Service, Farimagvej 51A, 4700 Næstved, Att: Databeskyttelsesrådgiver/Data protection officer

You can also write to our data protection officer via Digital Post or through our contact form at [www.newtodenmark.dk/contact-us](http://www.newtodenmark.dk/contact-us)

## Purpose and legal basis

Your data are collected in order to process your application and your residence in Denmark and to control the requirements for this.

The legal basis for processing your personal data is:

- provisions of the Aliens Act (udlændingeloven), in particular: section 1 (relating to entry into Denmark and residence)
- the General Data Protection Regulation (GDPR) 6.1(c) (relating to the processing of data in order to comply with a legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Immigration Service by the Aliens Act)
- GDPR 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims)
- The Data Protection Act section 8 (relating to the administration only being allowed to process information about criminal offences if it is necessary for the official authorities' tasks).

The information you supply or have supplied in connection with your application for a residence permit will be registered in the Danish immigration authorities' registers. The same holds true for any information you give in conjunction with an application to extend your residence. If you receive a residence permit, it will be registered in the Civil Registration System. The Civil Registration System is a computerised register maintained by the Ministry for Economic Affairs and the Interior.

## Types of personal data

We process the following types of data about you:

- General personal data, such as: information about your identity; citizenship and nationality; travel routes; information about your family; memberships of associations; financial information; information about your refugee status; and whether you have committed any legally punishable offences
- Sensitive personal data, such as: political opinions or religious beliefs; health information and biometric data collected for the purpose of establishing your identity.

## Recipients and categories of recipients

The Immigration Service can, in certain situations, share your data with other authorities. We regularly share data with: the police, municipal authorities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service (in accordance with section 45 a of the Aliens Act), the public prosecutor (in accordance with section 45 c of the Aliens Act), the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish Return Agency, the Danish Agency for International Recruitment and Integration, the Danish Parliament, and the Foreign Ministry, in particular the embassies and consulates.

Data are shared when it is necessary for the Immigration Service to exercise our official authority, including when we are legally obliged to share data.

In certain situations, the Immigration Service may provide data to a third-party data processor. In addition, other authorities and private organisations can have access to this information (Aliens Act section 44a). In isolated cases, the Immigration Service will share data with other public authorities, private-sector organisations and foreign organisations and authorities.

## Origin of information

The Immigration Service processes the personal data you have provided in this application form and data you may provide at a later point in the case process.

In addition, we will process data obtained from:

- any of your possible previous cases with the Immigration Service,
- searches in databases, such as: the Civil Registration System, the income register (eIndkomst), the Central Register of Buildings and Dwellings (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS),
- other authorities, such as: the police, municipal authorities, the Danish Agency for International Recruitment and Integration, the Immigration Appeals Board, the Refugee Appeals Board, the Danish Security and Intelligence Service, The Ministry of Immigration and Integration, the Danish Return Agency, and the Foreign Ministry, in particular the embassies and consulates,
- third-parties, such as: employers and educational institutions, and

- the person who might be sponsoring your application, as well as any previous cases the person may have had at the Immigration Service.

### Storage of data

The Immigration Service will store your data for as long as it is necessary for us to establish or defend a legal claim to residence.

Data submitted as part of an immigration-related matter can be stored for use by the Immigration Service at a later date. The data stored by the Immigration Service can be used in applications to extend a residence permit, when revoking a residence permit, when lapsing a residence permit, applications for permanent residency, applications for naturalisation, when revoking citizenship and in your children's cases, or in the event they may be involved in an application for family reunification.

If data can be deleted at an earlier point, deletion will be considered. Similarly, access to data can be restricted.

Finally, it should be mentioned that data will also have to be transferred to the National Archives within 30 years, in accordance with section 13 of the Archive Act (arkivloven).

### Consent

The Immigration Service does not request consents in order to process personal data, as is otherwise required by the GDPR, since processing authority is granted by 6.1 (e) and 9.2 (f) of the GDPR (see section 3).

You may be asked for legal consent. Such a consent is not the basis for the specific procession of personal data but is instead a warranty provision in accordance with e.g. the Public Administration Act (forvaltningsloven) or the Aliens Act.

### Rights

Under the GDPR, you have certain rights:

- You have the right to access which data about you the Immigration Service is processing.
- You have the right to request that corrections are made to personal data about you that you feel are inaccurate.
- In special situations you have the right to have data about you deleted or to restrict the processing of your personal data, if the data is no longer necessary for the processing of your case.
- You have the right to object to otherwise legal processing of your personal data.

You can read more about your rights in the Danish Data Protection Agency's guidance about the GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact the Immigration Service.

### Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Information about how to do so is available at [www.datatilsynet.dk](http://www.datatilsynet.dk)