

Send to

Udbetaling Danmark
International Pension
Kongens Vænge 8
DK-3400 Hillerød
Denmark

International Pension

Application for subsidy to cover all or partial travel expenses to, from and within Greenland

Your details

Name	Danish civil registration (CPR) no.
Address	Phone number

An application can only be processed if the following application form and budget form are completed and the following documentation is provided:

- Income documentation (explained in budget form)
- Death certificate or medical certificate for terminal phase
- Offer from travel agency
- If relevant, documentation from the residential register of the Greenlandic municipalities for relationship to the deceased/dying caregiver/child.

To be completed by the applicant

Describe your relationship to the deceased or dying person		Civil registration no. of deceased or dying person
Date of departure	Date of funeral (if a subsidy is applied for to attend a funeral)	
Estimate of total expenditure - see offer from the travel agency (maximum DKK 15,000)		

Contact details of the other party

For example, Det Grønlandske Hus, municipality or other party that Udbetaling Danmark can contact if there are any questions

Name	
Email	Phone number

Information on assets and the possibility of taking loans to pay for the trip

Are you able to finance your trip in whole or in part using your savings/assets or by taking loans?	Yes	No
---	-----	----

Budget form

- All fields concerning expenses and income for the past three months must be completed.
- Documentation must be attached where required (see the form).

Income	Instructions	Amount in DKK (total amount for the past three months)
Own income	<p>Please state your total income for the past three months. You have to state the net amount, i.e. the amount paid minus pension, taxes and holiday pay.</p> <p>Documentation in the form of payslips or payout letters must be attached if you receive transfer income.</p>	DKK
The income of your spouse/cohabitant	<p>Single Married Cohabiting</p> <p>If you are married/cohabiting, please state your spouse's/cohabitant's income for the last three months. You have to state the net amount, i.e. the amount paid minus pension, taxes and holiday pay.</p> <p>Documentation in the form of payslips og payout letters must be attached.</p>	DKK
Rent subsidies	<p>Please state any rent subsidies (housing benefits or rent allowance) that you have received over the past three months.</p> <p>You can find the amount in the letter you received when you applied for rent subsidies or in the latest statement of rent subsidies if any changes have been made.</p> <p>If the municipality pays directly to your landlord, your rent subsidies should be found in the rent overview.</p> <p>Documentation is not necessary.</p>	DKK
Child support, child and youth benefits or alimony	<p>If you are a sole provider of a child and receive child support from the other parent, please state the amount here. Please also state if you receive the child and youth benefits which everyone with children under 18 automatically receives every quarter, public child allowance or alimony.</p> <p>The amount is calculated for the last three months.</p> <p>Documentation is not necessary.</p>	DKK
Other income	<p>Please state if you have other income, for example, rent income, interest income, etc.</p> <p>The amount is calculated for the last three months.</p> <p>Documentation is not necessary.</p>	DKK
Total income	<p>Please state your total amount of income for the past three months together.</p>	DKK

Expenses	Instructions	Amount in DKK (total amount for the past three months)
Rent	Please state your rent/housing taxes for the past three months – including heating and any antenna charges. Documentation is not necessary.	DKK
Interest and/or repayment of private or public debt	Please state your expenses for interest and repayments on any debts to public and/or private creditors for the past three months together. If you have bank loans, you can look at your account overview to see the amount of interest and repayment on these loans. Documentation is not necessary.	DKK
Other fixed expenses	Please state the amount of your other fixed expenses for the past three months - for example, expenses for daycare, TV license, insurance, etc. (not expenses for food, clothing, etc.) Documentation is not necessary.	DKK
Total expenses	Please state the total amount of your expenses for the past three months.	DKK

Discretionary income	Instructions	Amount in DKK
Discretionary income	Your total income minus your total expenses for the past three months	DKK
Savings	Please state any savings that you have (total amount in DKK)	DKK
Children in the home	Please state the number of children living in the home Documentation is not necessary.	Number of children under 18 years of age
		Number of children over 18 years of age

Please remember to attach documentation for your income.

The applicant's consent and signature

I give consent for Udbetaling Danmark to exchange information with other authorities, employers, banks, etc., when necessary to process my case.	
Date	Signature

The application form and budget form must be complete and correctly completed and the required documentation must be attached before the application can be processed. If the application is incomplete, i.e. if there are shortcomings in the submitted application material, the application may be rejected.

You can send the form to Udbetaling Danmark, International Pension in following ways:

- Digital Post at www.lifeindenmark.dk/international-pension-contact
- Mail to intpension@atp.dk. Be aware that this is not a secure mail
- Regular post to: Udbetaling Danmark, International Pension, Kongens Vænge 8, 3400 Hillerød, Denmark.

Please remember that you must inform us of any changes

When you apply for/receive social pension, you have a duty of disclosure. This means that you must let us know immediately if there are any changes to the information you have supplied to us earlier as this may have an impact on the amount of social pension you are entitled to. For example, you must notify us if:

- **You become single, get married or start cohabiting.**

As a general rule, you are cohabiting if you live with another person to whom you could get married under Danish law. Even though you do not live with a person, you may well be cohabiting. You are cohabiting if you have arranged your circumstances in such a way that, overall, you enjoy the same advantages as married and cohabiting persons. The advantages may be both practical and financial.

- **You move to a new address**

- **You move to a new country, including Greenland or the Faroe Islands**

Your right to a pension may change or cease when you move to another country.

- **You are staying outside your country of residence**

As a general rule, you may stay outside your country of residence for a total period of up to 6 months during a 12-month period without this affecting your pension. However, you must have a real and actual place of residence in your country of residence, and you must be registered in the national register in that country.

- **Your or your spouse's/cohabitant's assets change**

This may be the case if you or your spouse/cohabitant receives an inheritance, buys or sells securities or receives a return on the assets.

- **You or your spouse/cohabitant has income which has changed**

As a general rule, you must change your preliminary income assessment on www.skat.dk, if you need to provide information about changes in income that are subject to tax in Denmark. The Danish Tax Administration (Skattestyrelsen) automatically sends your information to us.

If your pension is calculated with effect from a date other than 1st January, you must, however, notify us directly for the rest of the year of the change in income at www.borger.dk/international-pension. In these cases, it is not enough to change your preliminary income assessment.

- **You or your spouse/cohabitant has income which is not taxable in Denmark**

You must always provide us with information about income, which is not taxable in Denmark. You must also provide us with later changes in these incomes.

Remember to check whether the information we have about you is correct

You must remember to check the information from which we calculate your pension and notify us if it is incorrect. This could be, for example, if we calculate your pension based on information that you are single, when you are actually married or cohabiting, or we calculate your pension as cohabiting, even if you are actually single.

Guidelines on applying for subsidies to cover all or partial travel expenses to, from and within Greenland

Background

According to the Danish Budget Act, DKK 0.6 million is allocated annually to cover all or partial travel expenses of persons to, from and within Greenland.

Udbetaling Danmark manages the pool and undertakes to assign subsidies based on the criteria for support set out in these guidelines.

Objective and target group

The purpose of the pool is to provide subsidies to cover all or partial travel expenses to, from and within Greenland for trips which address social considerations or which contribute to the facilitation of contact between Greenland and the rest of the Kingdom of Denmark.

Due to the limited size of the pool, subsidies are granted primarily to relatives in connection with the death and funeral of parents or children in Greenland (either biological or foster parents/children).

Furthermore, relatives (children or parents) of dying persons in Greenland are included in the target group on the precondition that medical evidence can be submitted that the dying person is in his/her terminal phase.

Covering of expenses

No funding from the pool may be provided to cover expenses in relation to:

- Hotel stays/overnight stays.
- Transport to and from the airport.

Applicants

Applicants are intended to be persons whose economic circumstances make it difficult to finance the travel expenses.

Criteria for receiving subsidies from the pool

The processing of applications for subsidies to cover travel expenses to, from and within Greenland, takes into consideration the applicant's financial circumstances in terms of income, fixed expenses, the possibility of taking loans to finance the trip and the total income of the household.

Application

If you wish to apply for subsidies from the pool, please send your application to:

intpension@atp.dk or
Udbetaling Danmark,
International Pension,
Kongens Vænge 8, DK-3400 Hillerød.

The application must include:

- A completed application form including a completed budget form
- Documentation of household income for the past three months
- A death certificate/terminal medical certificate with the name and civil registration number of the deceased/dying person
- Offer from the travel agent stating price and booking of the trip.
- If relevant, any documentation from the Greenlandic municipalities' residential register of caregivers/family relationship with children.

Your application cannot be processed if:

- Udbetaling Danmark has not received all documentation.
- The application has not been signed by the applicant or by an authorised person.

Udbetaling Danmark would like to note that the family relationship described will be checked in the Danish Civil Registration System.

We exchange information about you

Udbetaling Danmark is required to inform you about the following:

When you apply for/receive social pension, we are allowed to exchange information about you

Udbetaling Danmark is obligated to exchange relevant information about you with other parties to ensure that you receive the benefit that you are entitled to.

When you apply for/receive social pension, you consent to Udbetaling Danmark's exchange of information about you.

We can exchange information about you with relevant parties, including public authorities, employers, banks etc., when this exchange is necessary to process your case.

What information can we exchange?

We can do the following without asking for your consent:

- receive financial information from other public authorities and unemployment insurance funds (a-kasser) if the information is necessary to process your case, and we can also ask the municipality, to check your wage payments,
- share information about you with the municipality to recalculate, offset, do additional necessary follow-ups, or check the disbursement of benefits you might not be entitled to receive,
- combine our own information about you with necessary, non-sensitive personal data from other Danish or international authorities or unemployment insurance funds (a-kasser) for the purpose of controlling whether or not you are entitled to state pension. In certain cases, we can take the result of the data combination and further combine it with information about you from PostNord or other providers of postal services.
- exchange necessary information about the case with the municipality, e.g. what the case scope and objectives are, which case steps have been taken, and if we or the municipality has opened a case to check whether you are entitled to other benefits. We can still exchange necessary information with the municipality in this manner if your case has been closed within the last 6 months.

We can receive information from relevant parties, including other public authorities, employers, banks etc. in cases regarding repayment of benefits, if the information is necessary to process the case.

Legal framework

Section 5-10, section 11a-11b and section 12 of the Danish Act on Udbetaling Danmark (Udbetaling Danmark-loven)

Section 12 of the Danish Consolidation Act on Legal Protection and Administration in Social Matters (Retssikkerhedsloven)

The legal framework is available (in Danish) at www.retsinformation.dk

Why and how Udbetaling Danmark processes your personal data

Udbetaling Danmark is the data controller

Udbetaling Danmark is responsible for the processing of the personal data that we have about you.

Here you can read which personal data we process about you, how we process them and what rights you can exercise in connection with our processing.

Why we process your personal data

We process your personal data for the following purposes:

- To ensure that you receive the subsidy to which you are entitled.
- To train our employees and improve the customer experience, if you call us and agree to us recording the conversation.
- To test our systems in connection with development, optimisation of operations and, if relevant, fixing errors.

What personal data do we collect about you and from where?

We only collect data about you that we need to process your case.

We collect the following types of personal data about you:

General personal data

- We receive civil registration numbers (CPR number) and other basic data from The Danish Civil Registration System (CPR).

How do we process your personal data?

We process your personal data when, for example, we make decisions, calculate and pay subsidies to cover all or partial travel expenses to, from and within Greenland.

In addition, Udbetaling Danmark processes your personal data using advanced methods such as machine learning and artificial intelligence. This may occur as part of the operation of our IT systems as well as in efforts to develop and optimize the administration and testing of these systems.

Who do we disclose your personal data to?

We may disclose data about you to others who have the right to obtain the data, see below.

We disclose the following types of personal data about you:

General personal data

- We disclose data about civil registration number (CPR) and other basic data to the Danish Agency for Labour

Market and Recruitment

- In some cases, we have to disclose your case to the Danish National Archives.

Transfer of personal data to non-EU/EEA countries

We do not process data about you in non-EU/EEA countries.

How long do we store your personal data?

We store your personal data during the processing of your case and we delete it five years after the case has been closed.

The data is stored after the case has been closed due to rules in the Danish Limitation Act, the Danish Bookkeeping Act and the Danish Archiving Act.

If you have agreed to us recording a conversation, we will delete the recording after two months. You can always have the conversation deleted earlier by contacting us.

Automated individual decisions

We do not make decisions based solely on automated processing.

What are your rights?

Right to object

You can object to Udbetaling Danmark's processing of your personal data.

Right to access

You can obtain a copy of the information we process about you.

Other rights

You can also request:

- to have your personal data rectified or deleted
- to have your personal data transferred to you or to someone else (the right to data portability)
- to have our processing of your personal data restricted.

There may be conditions or limitations to the rights mentioned above. It is therefore not guaranteed that, for example, you have the right to have your personal data deleted in a specific context – this will depend on the specific circumstances in connection with the data processing.

If you have parental custody or parental responsibility for a child under the age of 18 and information about the child is included in the case, the child also has these rights. please write 'Personal data' in the headline.

If you have any questions

Udbetaling Danmark, International Pension

If you have any questions about your subsidy to cover all or partial travel expenses to, from and within Greenland or about Udbetaling Danmark's processing of your personal data, please contact Udbetaling Danmark, International Pension. You can do so at www.lifeindenmark.dk/international-pension-contact or by calling (+45) 70 12 80 55. If you write about the processing of personal data, then

Data Protection Officer

If you think that you have not received an adequate answer to your wish for access to your personal data or that Udbetaling Danmark has failed to comply with your rights, please contact the data protection officer at www.lifeindenmark.dk/udbetalingdanmark-dpo-contact or by calling (+45) 70 11 12 13.

Danish Data Protection Agency

If you disagree with the way in which Udbetaling Danmark processes your personal data, you can submit a complaint to the Danish Data Protection Agency. You can find the contact details at www.datatilsynet.dk/english/.

Please note that the Danish Data Protection Agency is only a complaint body in relation to the processing of your personal data, but not in relation to the handling of your case of subsidy to cover all or partial travel expenses to, from and within Greenland. If you disagree with Udbetaling Danmark's handling of your case of subsidy to cover all or partial travel expenses to, from and within Greenland, please contact Udbetaling Danmark.

Controller

Udbetaling Danmark
Kongens Vænge 8, 3400 Hillerød
Central business registration number 33236239

Legal basis

- Article 6(1)(e) of the General Data Protection Regulation (general personal data)
- Chapter 3 of the General Data Protection Regulation (rights of data subjects)
- Section 11(1) of the Danish Data Protection Act (civil registration no.)
- Section 17 of the Danish Budget Act, text marking no. 115 (17.63.04), see Section 3 of Order on the administration of grants from pools under the Danish Agency for Labour Market and Recruitment
- Section 12 of the Danish Act on Udbetaling Danmark.

You can find the legal basis at www.retsinformation.dk and www.eur-lex.eu.