

Send to

Feriekonto
Kongens Vænge 8
3400 Hillerød

Application for disbursement of holiday allowance

How to fill in the form:

- Fill in all fields under Personal data.
- You can find information about your holiday allowance in the letter notifying you of your holiday entitlement (holiday letter) from Feriekonto / Feriepengeinfo.
- Then fill in one of the other boxes, depending on the reason for your application for holiday allowance. See the guidelines on page 2.

Personal data and employment:

Name of employee	Civil registration (CPR) no.	Employee phone no.
	-	

Indicate the reason for your application for disbursement of holiday allowance

(fill in only one box)

<input type="checkbox"/> I am taking / have taken holiday	First day of holiday: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> (DDMMYY)								
	Number of days of holiday: _____								

<input type="checkbox"/> I have left the Danish labour market	Last day on the Danish labour market: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> (DDMMYY)								
Indicate the reason:									
<input type="checkbox"/> Old-age pension or early retirement pension									
<input type="checkbox"/> I stopped working for my Danish employer due to emigration and have been deregistered from the National Register									
<input type="checkbox"/> I stopped working for my Danish employer and left Denmark / I have never been registered with the National Register									

Remember to sign the application on page 2

FerieKonto will transfer the money to your Danish NemKonto. If you wish to have the money transferred to another account you have to send us a perfect copy of your passport/drivers licence attached to this form.

Danish bank account	
Reg.	
Bankaccount number	

Bank in Europe

Foreign bankaccount information	
IBAN-number	
SWIFT/BIC-code	

Bank in other countries

Fedwire/Routing number/BSB code	
Account number	

Signature

<p>I solemnly declare that the information I have provided is correct.</p> <p>Date _____ Signature_____</p> <p>Feriekonto submits information to unemployment funds and local authorities, so that they can check whether you have received public benefits and holiday allowance at the same time, which is against the law.</p>

The form must be filled in and sent to Feriekonto, Kongens Vænge 8, DK-3400 Hillerød

Guidelines on page 3

Guidelines

You must fill in the fields under Personal data in order for Feriekonto to process your application

- The information appears from the holiday letter you received from Feriepengeinfo / Feriekonto.

I am taking / have taken holiday

You are not allowed to receive holiday allowance and certain public benefits at the same time. Public benefits may comprise unemployment benefit, early retirement benefit or direct social security benefit. Ask your local authority or unemployment fund which public benefits affect disbursement of your holiday allowance. If you receive public benefits, you must schedule your holiday with your job centre, unemployment fund or local authority before applying for holiday allowance.

If you are taking holiday and you are not receiving public benefits at the same time, you must enter the information below.

First day of holiday: Select your first day of holiday. Saturdays, Sundays and public holidays typically do not count as days of holiday, unless you normally work on these days.

Number of days of holiday: Select the number of days of holiday you are taking.

As a general rule, you must take full days of holiday. A week of holiday generally corresponds to five days of holiday. If you want to take all your days of holiday from one employer, and the number of days does not divide evenly into full days of holiday, enter your total number of outstanding days.

I have left the Danish labour market

You can claim your holiday allowance without taking holiday, if you have left the Danish labour market, i.e. if:

- you have been awarded old-age or early retirement pension
- you have retired to move abroad and have been deregistered from the National Register
- you are no longer attached to the Danish labour market because your employment with a Danish employer has been terminated, and you have never been registered with the National Register.

Please note that you must be able to provide documentation to the effect that you have left the Danish labour market. Read about the documentation you must be able to provide under 'Reason'.

Reason: Indicate the reason why you left the Danish labour market.

- **Old-age or early retirement pension:** If you leave the labour market for reasons of age or ill health. The documentation may be one of the following: 1) you have been awarded old-age pension, 2) you have been awarded benefits under the Danish Early Retirement Act, or 3) you have received disbursement of pension from a private pension scheme or from a pension scheme as part of an employment relationship. This does not apply if you are receiving early retirement benefit or benefits under the Danish flexi job scheme and you are not receiving old-age pension at the same time. Read more at lifeindenmark.dk.
- **You stopped working for your Danish employer due to emigration and have been deregistered from the National Register:** If you retire to move abroad and deregister from the National Register. The documentation may consist of proof that you have deregistered from the National Register.
- **You stopped working for your Danish employer and left Denmark / you have never been registered with the National Register:** If you live abroad and have worked in Denmark, but your employment relationship has ended. The documentation may consist of proof that you have been enrolled in a foreign unemployment fund or documentation that you are working abroad.

Last day on the Danish labour market: Enter the date when you stopped working in Denmark. Disbursement of holiday allowance is subject to a time limit of six months under this rule. Consequently, your holiday allowance cannot be disbursed under these rules if your last day of work was more than six months ago.

How Feriekonto and Feriepengeinfo process your personal data

In the following, you can read more about what personal data FerieKonto and Feriepengeinfo processes, how FerieKonto and Feriepengeinfo process the data and your rights in that regard. The situations where FerieKonto/FerieKonto/Feriepengeinfo process your personal data include:

- Accrued and receivable holiday allowance
- Application for the disbursement of holiday allowance
- The disbursement of holiday allowance

FerieKonto and Feriepengeinfo are responsible for processing your personal data.

Why FerieKonto/Feriepengeinfo process your personal data

We process your personal data to manage the tasks bestowed upon FerieKonto in accordance to The Danish Holiday Act and The Danish Executive order on holiday. This includes:

- Receiving information and payment from employers regarding employees' accrued holiday allowance
- Displaying information for employees regarding their accrued holiday allowance
- Receiving and processing applications regarding the disbursement and transfer of holiday allowance
- Controlling that holiday allowance has been rightfully received. This also entails controlling whether or not an employee received holiday allowance and public benefits simultaneously, resulting in a reimbursement of holiday allowance
- Administrating the Danish-German holiday agreement and making verdicts regarding the retention and offsetting of holiday allowance at FerieKonto
- Training our employees and improving the customer experience when you call us and confirm that we may record the conversation
- Testing our systems for the purpose of development, optimization and handling mistakes.

What types of data do FerieKonto and Feriepengeinfo process?

We only obtain and process the data necessary for our case handling. The data processed by FerieKonto and Feriepengeinfo include:

Ordinary personal data

- We receive your Civil Registration Number and other basic information from the Central Personal Registry (CPR)
- We receive information about reported holiday allowance from The Danish Tax Agency
- We receive information regarding NemKonto from The Danish Digitization Agency
- We receive information regarding your public benefits from municipalities and unemployment insurance funds (a-kasser)
- We receive information from your employer regarding your employment details. This includes information regarding your accrued holiday allowance and date of termination of employment.
- We receive information from Lønmodtagernes Garanti Fond regarding your accrued holiday allowance.

Sensitive personal data

- You may yourself have provided us with the data if you have applied for disbursement of your holiday allowance or contacted us with a general inquiry concerning holiday allowance. This information may include health information or your relationship to your workers union or unemployment insurance fund.

Criminal sentences and legal violations

- We receive information from your employer regarding criminal sentencing that is related to cases of withholding or offsetting holiday allowance.

How do FerieKonto and Feriepengeinfo process your personal data?

FerieKonto and Feriepengeinfo process your personal data on the basis of the Danish Holiday Act, the Danish Executive Order on holiday and the executive orders that are warranted by it.

We may obtain information needed for case processing and for checking disbursements of holiday allowance. This may be done with assistance from Udbetaling Danmark. This is permitted by the law regarding Udbetaling Danmark and established guidelines. These guidelines include guidelines on the erasure of data.

Who do we pass on your personal data to?

We can pass on your personal data to others who are legally permitted to obtain the data. This includes authorities, institutions and relevant private corporations. We pass on the following personal data:

Ordinary personal data

- We pass on information to municipalities and unemployment insurance funds (a-kasser) regarding the disbursement of holiday allowance for the purpose of control.
- We pass on information to your employer regarding your application for holiday allowance
- We pass on information to Arbejdsmarkedets Feriefond/private holiday funds regarding your undisbursed holiday allowance
- We pass on information to the probate court regarding holiday allowance in estates
- We pass on information to the Danish Debt Collection Agency regarding debt in cases of wrongfully disbursed holiday allowance
- We pass on information to Ankenævnet for Arbejdsmarkedets Tillægspension/Ankestyrelsens Beskæftigelsesudvalg regarding complaints made about FerieKonto's decisions
- We pass on your case to Rigsarkivet in certain situations

How long do we keep your personal data?

We keep your data for the duration of the processing of your case and delete it after 6 years. We keep the data after we have processed your case because of rules in the Danish Holiday Act and the Book-keeping Act.

When you contact FerieKonto and Feriepengeinfo by phone, you might be asked for permission to record the conversation. The conversation will only be recorded if you give us your permission to do so. All recorded conversations will be deleted after two months. You can always contact FerieKonto and Feriepengeinfo, if you wish to have the recording deleted sooner.

Automatic individual decisions

We may make decisions that are solely based on automatic case processing. We make automatic decisions by gathering information from you that is compared to information provided by your employer regarding your accrued holiday allowance. Collectively, this determines whether or not you are entitled to the disbursement of holiday allowance.

What rights do you have?

You can obtain a copy of the data that we use to handle your case (insight). You can file a complaint regarding our treatment of your personal data (right to object).

You can also request the following:

- to have your personal data rectified or erased
- to have the data sent to you or another party
- FerieKonto/Feriepengeinfo to suspend the processing of your case.

Finally, you can object to FerieKonto or Feriepengeinfo making automated decisions.

If you request to have your personal data erased, we cannot guarantee that we can accommodate your request.

There may be conditions or limitations regarding the rights mentioned above. You can therefore not be certain that it is your right to have your personal data deleted in certain situations. This depends on the conditions of the data processing in question. This may be because personal data are part of a case regarding disbursement made to a third party or the compliance of a legal claim.

If you have questions

If you have questions concerning FerieKonto or Feriepengeinfo's processing of your personal data or if you want to exercise your rights to, for example, get access to or erase your personal data, you can contact FerieKonto or Feriepengeinfo.

FerieKonto
Kongens Vænge 8, 3400 Hillerød
Tlf. 70 11 49 10

Feriepengeinfo
Kongens Vænge 8, 3400 Hillerød
Tlf. 70 11 42 42

If you write to FerieKonto or Feriepengeinfo, please write "personal data" in the subject line.

Are you unsatisfied with the processing of your personal data?

You can contact the Data Protection Officer if you think

- that you have not received a satisfactory response to your request for access to your personal data
- that FerieKonto or Feriepengeinfo have not respected your rights.

Contact the Data Protection Officer at borger.dk/atp-dpo-kontakt or Tel. 70 11 12 13.

If you disagree with the way in which FerieKonto or Feriepengeinfo processes your personal data, you may submit a complaint to the Danish Data Protection Agency (Datatilsynet).

Please note that the Danish Data Protection Agency is only a complaints body in respect to FerieKonto's and Feriepengeinfo's processing of personal data and not the handling of your case.

If you disagree with the way in which FerieKonto or Feriepengeinfo is handling your case, you should contact FerieKonto or Feriepengeinfo.

Data controller

FerieKonto and Feriepengeinfo
Kongens Vænge 8, 3400 Hillerød
CVR-nr. 33088566

Legal framework

- The General Data Protection Regulation
- The Danish Data Protection Act
- The Danish Holiday Act

The acts and regulations are available at www.retsinformation.dk and www.eur-lex.eu.