



## Application for exemption from payment of fees at an after-school program/youth centre for children starting school in Iceland

Parents of children who have moved to the country in the last twelve months, who were not born in Iceland, and who don't have Icelandic as a first language, may be exempted from payment of fees, according to the rules of service for after-school programs (í *frístundaheimili*) and the rules of service for youth centres (í *félagsmiðstöð*) of the City of Reykjavik. The exemption applies to after-school program and specific youth centres for three months during the regular school year and for three weeks during the summer activities of after-school centres. The fee exemption does not apply to children who have a legal residence abroad and come to Iceland temporarily. The fee exemption is independent of the number of days the service is provided, afternoon refreshments are included in the winter program, but a separate payment must be made for extended stays if parents choose that option (such as on parent days, teacher conference days, and during primary school Christmas and Easter holidays).

The fee exemption applies, provided that all conditions are met, to the parent who according to the National Registry has the same legal residence/legal residence connection as the child. Parents apply for their child's stay at an after-school facility in the regular way on the Reykjavik City website, <https://minarsidur.reykjavik.is/>, but they also fill out this form and submit it to the manager of the relevant after-school facility/community centre.

Name of parent/guardian:	Parent's/guardian's kennitala:
Legal residence:	Postal code:
Email:	Phone number:
Child's name:	Child's kennitala:
Child's primary school:	
When did the child move to Iceland:	
After-school program/youth centre applied for the child:	
Applying for: Winter program (3 months) Summer program (3 weeks)	
Applying for exemption for the period:	

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Manager's signature

\_\_\_\_\_  
Applicant's signature

**Applications must be submitted to the manager of the after-school facility/community centre, who sends the completed form to the email address [innheimta.sfs@reykjavik.is](mailto:innheimta.sfs@reykjavik.is) by the 18th of each month.**

**The applicant also gets a signed copy.**

## About data protection and the processing of personal information in the application

To process and evaluate your application for an exemption from payment of after-school care fees for your child starting school in Iceland, the City of Reykjavik needs to process your specified personal information and that of your child. Information provided by you during the application process and basic information from the National Registry are processed. In accordance with legal obligations, the city temporarily stores this information. The City of Reykjavik is responsible for the processing of the data.

### What is the purpose and basis of the data processing?

The City of Reykjavik needs to process your personal information to evaluate the application for priority in after-school care. The purpose of the processing is based on the legal obligations of the City of Reykjavik as a municipality, cf. Articles 33 and 33a of the Primary School Act no. 90/2008, and Article 6d of the regulations on the service of after-school facilities in Reykjavik, see [here](#), and Article 6d of the regulations on the service of community centres in Reykjavik, see [here](#). The city bases its processing authority on Article 47a of the Primary School Act and the public authority it exercises, cf. the Data Protection and Processing Act no. 90/2018. If you do not provide the City of Reykjavik with the requested information, it may result in your application not being processed.

### Data storage:

Responses to applications are stored in *Vala*, an information and registration system by Advania Ísland ehf. The City of Reykjavik has entered into a processing agreement with Advania Ísland ehf. for the storage and retention of data in the aforementioned solutions. All other data concerning the application are printed and stored in each child's personal folder.

### What personal information is processed?

The right to an exemption from the payment of after-school care fees is based on the applicant's status in accordance with the rules on the service of after-school facilities in Reykjavik and the rules on the service of community centres in Reykjavik. The following information about applicants is processed:

- *General personal information*: name, residence, kennitala, phone number, email, first language, child's country of birth, and other information provided by the applicant during the application process.
- *Sensitive personal information*: family circumstances, health information of the child and/or parent, etc. This may include certificates from social authorities and/or doctors or other public entities accompanying the application.

### Where does the information come from?

The applicant provides the above information, in addition to the City of Reykjavik obtaining basic information about the applicant from the National Registry. The City of Reykjavik may also obtain necessary information from its database to evaluate and process this application.

### For how long is personal information stored?

The City of Reykjavik is an obligated party according to the Public Archives Act no. 77/2014. Documents are handed over to the Municipal Archives after a specified time in accordance with the aforementioned law.

### How do we ensure the security of personal information?

The City of Reykjavik ensures the security of personal information through appropriate organizational and technical measures, including access control and encryption. All staff involved in the processing of the applicant's personal information are subject to confidentiality.

### Transfer of personal information to third parties

If an application for exemption from payment of residence fees at an after-school centre/community centre for children starting school in Iceland is approved, the necessary information for providing the service sought and obtained by the City of Reykjavik in connection with this application will be shared with the relevant after-school centre. Personal information will not be sent elsewhere without the applicant's permission. As previously stated, the City of Reykjavik must, after a specified time, submit all documents processed in connection with the relevant applications to the Municipal Archives for preservation.

Otherwise, the City of Reykjavik will not share your personal information with other parties unless the city is legally obligated to do so based on laws, administrative orders, or court decisions. The city will also not share your personal information outside the European Economic Area unless based on a specific authorization and without informing you about it.

### Automatic decision-making

No automatic decision-making takes place in connection with this application.

### Your rights

You may have a right to access the personal information processed by the City of Reykjavik in relation to your application. You may have a right to object to the processing, request a correction of the information, demand that they be destroyed, and for the processing to be limited and/or for you or a third party to be provided with the data in a machine-readable format. Further information on your rights can be found in the City of Reykjavik's privacy policy, accessible [here](#).

### Complaints about processing

Special attention is drawn to the fact that if you are dissatisfied with the City of Reykjavik's handling of your personal information, you can always contact the City of Reykjavik's data protection representative ([personuverndarfulltrui@reykjavik.is](mailto:personuverndarfulltrui@reykjavik.is)) or send a message to the Data Protection Authority ([postur@personuvermd.is](mailto:postur@personuvermd.is)).