Application for **FREE QUOTA** to International High school

According to the Upper Secondary School Ordinance chapter 7 § 3 a limited number of places on the program should be set aside for those who due to special circumstances should be given precedence. To be accepted through Free Quota you have to have an appropriate competence from previous schooling.

Students

First name	Surname	Personal number
Current school		City
Mobile number	E-mail address	
Programme	High school	

Other person of contact	Phone or e-mail address

The Free Quota application **needs to be supplemented with documents that supports your reasons.** These are applicants with grades from other countries which cannot be directly compared to national elementary school grades or students that have been in Sweden for less than two years and therefore do not have a passing grade in Swedish. NB! You have to have nine years of completed schooling not incl. kindergarten when you apply.

Motivate your reasons for application through Free Quota by attach documents to certify your reasons, such as, but not limited to**:**

- Certificate from the Swedish school if applicable.
- Appropriate competence from previous schooling.*
- Certificate in case of special educational needs.

- A transcript in English or Swedish showing your grades from your previous two years of school.*

*Requirements for admission.

See the next page on how Gymnasieantagningen Västerbottens län process your personal data.

Date	**Student signature**

The form for the FreeQuota together with attached documents should be sent to the Gymnasieantagningen by mail **or** scanned and sent by e-mail and it must reach Gymnasieantagningen no later than **March 10**. In case of a re-election no later than **May 11**. We will send the documents onwards to the principal for decision.

Gymnasieantagningen Västerbotten
www.gymnasieantagningen.nu

Gymnasieantagningen Västerbotten
922 81 Vindeln
Telefon: 0933-140 00
gymnasieantagningen@vindeln.se

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Processing of personal data Gymnasieantagningen Västerbottens län

As of 25 May 2018, the Data Protection Ordinance (GDPR) came into force in Sweden. It replaces the previous Personal Data Act.
The information that you submit to the upper secondary school admission via, for example, forms, e-mail, e-services, or the information about you that is registered by us at the upper secondary school admission, is saved in the computer system Procapita and in physical case files. The registration is made so that the upper secondary school admission can fulfil its obligations to you so that you can apply, receive information, and get a decision on your application for upper secondary education.
The municipalities in Västerbotten County have, through the Västerbotten Region, commissioned Vindeln Municipality to organize the county-wide admissions office for upper secondary education in Västerbotten. The office is responsible for handling all the county's students' applications to upper secondary school and admission to all of the county's upper secondary schools.

Your personal information is saved.

Your personal information is stored if the upper secondary school admission has a requirement to process and/or follow up your case in accordance with law, agreement, consent, balance of interests or public interest.
How long the information is stored is decided according to the decision in the upper secondary school admission's document management plan.
Swedish regulations for public documents apply, which means that your information may be disclosed or preserved for all time in accordance with the Freedom of the Press Ordinance, the Public Access to Information and Secrecy Act and the Archives Act.

Questions about data protection.

If you have questions or comments, you are welcome to contact the upper secondary school admission. It gives us an opportunity to answer any questions and improve our handling of your personal information.
If you have a complaint or a point of view on how we process your information, please contact us in the first instance.
If you are not satisfied with the measure taken, you can contact Vindeln Municipality's Data Protection Officer.
For more information regarding the law of Data Protection visit www.imy.se

Everything you submit becomes a public document.

Everything you send into the high school admission becomes a so-called public document. Public documents can be requested from the public and the mass media.
If someone requests documents or information, we perform a confidentiality check to assess whether the information should be confidential or not. We then decide whether the information can be disclosed, in its entirety, in part or not at all.

Contact information for data protection representatives

The task of the Data Protection Officer is to assist the upper secondary school admission in monitoring the internal compliance with the Data Protection Ordinance and other data protection regulations.
If you wish to get in touch with the Data Protection Officer, you can send an e-mail or letter in the first instance. Feel free to write the word Data Protection Officer in the title of the letter or the subject line of the e-mail. If you wish to call, you can most easily reach the data protection representative via the municipality's switchboard.

Phone: 0933-140 00

E-mail address: vindelns.kommun@vindeln.se

Postal address:
Dataskyddsombud
Vindelns kommun 922
81 Vindeln