AR8

Application form

ÚTLENDINGASTOVAN
IMMIGRATION OFFICE

AR8_en_070926

Notification regarding employment of EU citizen with a pre-approved Faroese employer

What can you use this form for?
This form can be used by EU citizens who want to apply for a residence and work permit in the Faroe Islands, based on work at a company that is pre-approved for the special EU Scheme in the Faroe Islands.

The form can be used for these types of notifications:
- Notification regarding a new employment (first time application for residence and work permit)
- Extension of a residence and work permit

Notification is part of a special scheme for EU citizens applying for residence and work permit in the Faroe Islands. A permit can be granted when the unemployment rate in the Faroe Islands is below 3.5 pct. However, within the construction industry, residence and work permit is granted to individuals seeking employment as ordinary skilled labour in a specific trade when the unemployment rate is lower than 6 pct.

Notification regarding the specific employment can be used, if:
- The employer is pre-approved for the special EU Scheme in the Faroe Islands.
- The position is covered by a Faroese collective bargaining agreement to which the employer is a party.
- The position is for at least 30 hours of regular employment per week.

Notification can also be used by specialists, researchers, educators and senior officials whose salary and employment terms are determined by an individual employment contract, if the employer is pre-approved for your specific work functions and/or job category.

The employer and employee must jointly notify the Immigration Office by completing and signing this form.

How to apply
1. The employer (the company) completes Part 2 of this form and signs in section 16 (follow the instructions in the form)

2. You (the employee) complete Part 1 of this form and sign in section 10 (follow the instructions in the form)

3. You enclose the required documentation

4. You send or submit the entire form (parts 1 and 2 and any required documentation) to the Immigration Office in the Faroe Islands (if you are in Suðuroy you can submit the application to the local police). If you live abroad, you can submit the notification to a Danish diplomatic mission in your country of residence. You must bring your original passport for identity verification

Which documents are required?
You (the applicant) must enclose the following documents:
- Copy of your passport – this includes all of the empty pages, as well as the front and back cover of the passport. Please note that your passport must be valid for at least 3 months after your planned departure from the Faroe Islands.
- Copy of educational documents and authorisation (if required) if you are submitting a first-time application.

Please note that all submitted documentation must be in either Faroese, Danish, Norwegian, Swedish, or English. If this is not the case, the documentation must be translated into Danish or English by an authorised translator before submitting the documentation.

When can I start working?
If the application meets the requirements for a residence permit, the EU citizen can start working immediately after notifying the Immigration Office. It is your responsibility to prove that the notification is submitted. If the notification is submitted to the Faroese police or the Immigration Office, you will receive a receipt.
If you start working before notifying the Immigration Office, you will be working illegally, and you and your employer risk being subject to a fine or imprisonment.

Accompanying family
If your spouse, registered partner, cohabitant, or child under the age of 18 wish to apply for a residence permit as an accompanying family member, application form SF1 “Application for a residence permit in the Faroe Islands as an accompanying family member” must be completed and submitted. You can read more about the rules, and how to apply at: www.utlendingastovan.fo/en/permits/you-want-to-apply-for/accompanying-family.

If you wish to know more
You can read more about the rules concerning residence and work permits in the Faroe Islands at: www.utlendingastovan.fo/en/permits/you-want-to-apply-for/work-permit/eu-scheme-work-at-pre-approved-employer.

If you have any questions, please contact the Immigration Office for guidance on how to follow the rules. You can find our contact information at www.utlendingastovan.fo/en.

AR8

ÚTLENDINGASTOVAN
IMMIGRATION OFFICE

For official use only

Date received	Received by (name stamp and signature)	Authority (stamp)	Civil registration number (p-tal)
			PersonID

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON THE LAST PAGE OF THIS FORM

Notification regarding employment of EU citizen with a pre-approved Faroese employer

PART 1 – to be completed by the applicant (the employee)

1. Applicant (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname	Former surname (if applicable)
Given name(s)	
Nationality	Country of birth
Date of birth (day, month, year)	Civil registration number (p-tal)

Have you previously held a residence permit in the Faroe Islands? ☐ Yes ☐ No

If yes, please state your civil registration number (p-tal), your PersonID (if applicable), or you case number:

2. Information about you (employee)

PLEASE COMPLETE IN CAPITAL LETTERS

Gender ☐ Male ☐ Female

Address in home country (street and number)	Postal code, city/town and country
Address in the Faroe Islands (street and number)	Postal code, city/town and country
C/O (name) (if applicable)	Telephone number
Date of entry into the Faroe Islands	Email address

3. Information about your passport

PLEASE COMPLETE IN CAPITAL LETTERS

Please note that your passport's expiry date must be at least 3 months after your planned departure from the Faroe Islands. Therefore, you can only be granted a residence and work permit that is valid for up to 3 months before the expiry date of your passport.

Passport number	Date of expiry (day, month, year)

4. Applicant's educational and work history

PLEASE COMPLETE IN CAPITAL LETTERS

Have you completed training/education relevant to the job you have been offered? ☐ Yes ☐ No

If yes, state your field of study and when you finished:

5. Information about the type of application

Below, you must inform us of whether you wish to apply for a new residence and work permit or apply for an extension of your current residence and work permit.
If it is your first time applying for a residence and work permit in the Faroe Islands, or if you have got a new employer or a new position with your current employer, you must tick the box titled “New residence and work permit”.

☐ New residence and work permit

☐ Extension of my current residence and work permit

Is your employer pre-approved for the special EU scheme? ☐ Yes

If no, you must not use this application form. Instead, you must use the application form AR9. You can read more about the rules and how to apply at www.utlendingastovan.fo/en/permits/you-want-to-apply-for/work-permit.

6. Extension of residence and work permit

PLEASE COMPLETE IN CAPITAL LETTERS

You need only complete section 5 if you are applying for an extension.

Has your position, place of work, salary or terms of employment changed while you have been staying in the Faroe Islands? ☐ Yes ☐ No

If yes, how?

You must also inform us of whether or not you have been staying outside of the Faroe Islands for longer periods of time (for more than 1 month), and what the purpose of your trip was. We ask these questions because a residence and work permit will lapse if you stay outside of the Faroe Islands for extended periods of time and if you move from the Faroe Islands.

(Only tick one box)

A. ☐ I have not been staying outside of the Faroe Islands for one or several periods of time with a duration of more than 1 month
B. ☐ I have been staying outside of the Faroe Islands for one or several periods of time with a duration of more than 1 month

If you have ticked the box titled B, you must inform us of the length and purpose of your stay outside of the Faroe Islands.

7. Applicant’s comments

PLEASE COMPLETE IN CAPITAL LETTERS

8. Sworn declaration and information (applicant)

A. Sworn declaration of correctness
I solemnly swear that the information I have given in this application form is correct and complete in accordance with section 161 of the Faroese Criminal Code, cf. Statutory Publication No 8 of 20 February 2024, as well as section 40 of Ordinance No 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands). If the information is found to be false or incomplete, I am subject to the following consequences:

- My residence permit can be revoked.
- I can be punished by receiving a fine or face imprisonment of up to 2 years.
- I can be required by law to repay the expenses incurred by the Faroese authorities because of the false information.

B. Information about the risk of penalty, if you work without a permit
If you work illegally in the Faroe Islands, i.e. without a necessary permit, you risk being subject to a fine or imprisonment for up to 1 year, cf. section 59 (3) of Ordinance No. 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands).

C. Information on how we process your personal data
The Immigration Office is obliged to inform you of how we process your data, and to inform you of your rights in relation to our processing of data about you.

Data controller
The Immigration Office is the data controller and is responsible for processing the personal data given in this application form, and the data provided about you during the processing of the case. You can contact the Immigration Office by writing to the following address: The Immigration Office, Skálatrøð 20, PO box 264, 110 Tórshavn, or via email: info@utlendingastovan.fo.

Data protection officer (DPO)
You can contact our Data Protection Officer (DPO) by writing to the aforementioned address (Att. Data Protection Officer). You can read more about the Immigration Office as data controller and about our Data Protection Officer (DPO) at www.utlendingastovan.fo/en/about.

Purpose and legal basis
The personal data you provide to The Immigration Office is collected and used:

- to process your application for a residence and/or work permit in the Faroe Islands
- potential later applications for an extension, or for a new residence and/or work permit in the Faroe Islands
- for verification and spot checks of the conditions for your residence and/or work in the Faroe Islands

The legal basis for processing your personal data is:

- Decree of commencement for the Faroe Islands of the Danish Aliens Act (the Aliens Act), in particular chapter 1 on the entry and residence of aliens on the Faroe Islands.
- Act no. 462 of 17 June 2008 on the access of aliens to a residence permit in the Faroe Islands with a view to certain types of employment.
- The Faroese Data Protection Act, section 8 (1) (iii) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject), and section 8 (1)(v) (relating to the exercise of official authority vested in the Immigration Office by the Aliens Act).
- The Faroese Data Protection Act, section 12 (1)(vii) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Faroese Data Protection Act section 13 (relating to the official authority only being allowed to process information about criminal offences if necessary for tasks of that official authority).

The information you give, or have given, in connection with your application, will be registered in the case handling system of the Immigration Office. The same applies for any information you later give in connection with an application to extend your residence permit, or for a new residence and/or work permit in the Faroe Islands.

Some of your data might be registered by the Danish authorities, e.g. when the Immigration Office requests the Danish Immigration authorities for a binding recommendation. In certain situations, some personal information, including your biometric data, will be registered in the Schengen Information System (SIS). This applies if you are given a deadline for departure. It also applies if you are issued an entry ban for the Schengen area.

We process the following categories of data about you:

- General personal data, such as: information about your name, civil registration number (p-tal), citizenship, occupation, education, family, financial information and whether you have committed any legally punishable offences.
- Sensitive personal data, such as: health information and biometrical data, with the purpose of identification.

We can disclose your data to the following recipients
The Immigration Office can pass on your data to your sponsor (e.g. your employer, your former employer, place of study, host or family member), the Danish Agency for International Recruitment and Integration (SIRI), the Danish Immigration Service, the Danish Immigration Appeals Board, the police, the Ministry of Foreign Affairs of Denmark, the municipalities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor and Statistics Faroe Islands.

Furthermore, your personal data will be shared with the relevant authorities in the other Schengen states when the Danish Immigration Authorities are legally obliged to do so. These authorities will have access to the information registered in SIS by the Danish Immigration Authorities when it is relevant to their case processing.

In isolated instances, the Immigration Office also passes on your data to other public authorities, private sector organisations and foreign organisations and authorities, when necessary in order for us to exercise our official authority.

The Immigration Office shares data when necessary in order for us to exercise our official authority, including when legally obliged to share information. Útlendingastovan only shares data via email if it can be done in accordance with the standards of data encryption set by the Data Council.

What is the origin of the data we process about you?

The personal data that the Immigration Office processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition to this, we will process data obtained from:

- any of your previous applications submitted to the Immigration Office,
- searches in registers, such as: the Income Register of the Faroese Tax Authority
- Schengen Information System (SIS) og Entry/Exit System (EES) obtained via the Danish Immigration Authorities,
- other authorities, such as: the National Register, municipalities, SIRI, third-parties, or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence on the Faroe Islands, and this person's previous cases with the Immigration Office.

Storage of data

The Immigration Office will store your personal data for as long as necessary to enable us to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities later. This means that the data can be part of the basis for future decisions regarding applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalisation, and in cases concerning any family members.

In practice, this means that the Immigration Office will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in the Faroe Islands, e.g. when and why you have been granted a residence permit and information on other decisions made by the Immigration Office regarding your residence, will not be erased.

Personal data registered in the Schengen Information System (SIS) regarding a deadline for departure will, as a general rule, be stored in SIS until your departure from the Schengen area has been registered. In the event of an entry ban issued for the Schengen area, the data will, as a general rule, be stored until the expiry of the ban.

Finally, it must be mentioned that the data will be transferred to the Faroese National Archives, in accordance with the Faroese Archives Act.

Your rights

Under the Faroese Data Protection Act, you have rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If there are other regulations, which provide you with greater access than the Faroese Data Protection Act affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request that corrections be made to personal data about you that you find to be inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased if it is not necessary for the processing of your case, as the Immigration Office is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, the Immigration Office may thereafter, except for storage, only process your data with your consent, unless the purpose of the processing is to establish or defend a legal claim, to protect another person, or for reasons of important public interest.

The right to object

In some situations, you have the right to object to the otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected, or restricted.

You can read more about your rights in the Faroese Data Protection Agency's guidelines at www.dat.fo/english.
If you would like to make use of your rights, contact the Immigration Office.

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. You can find the contact information for the Data Protection Agency at www.dat.fo/english.

D. Verification and spot-checks

Your case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/or work permit if you are granted one.
- Whether you are staying and/or working in the Faroe Islands without the necessary permit.

The verification may involve the Immigration Office contacting other authorities and checking public registers.

You may be asked to send us further information.

E. Notification that certain information will be released to municipalities and Gigni
The Immigration Office will release necessary personal information to the applicant's municipality of residence and, where relevant, to Gigni (the Faroese child health care) service, cf. section 8 of the Faroese Integration Act (Integratiónslógin).
Such information includes:

- the applicant's name, nationality, civil registration number (p-tal), address and contact information;
- that the applicant and accompanying family members have been granted residence in the Faroe Islands;
- whether the applicant has children under the age of 18 accompanying them to the Faroe Islands; and
- whether a child under the age of 18 has been reunified with parents or family members already residing in the Faroe Islands.

The municipality and Gigni will use the information to carry out their responsibilities under the Faroese Integration Act.

The information will be released in accordance with the Faroese Integration Act and applicable rules on confidentiality and data protection.

9. Consent to let the Immigration Office share information from my case with my employer

When necessary in order to process your application or as part of later verification and spot check procedures of your stay in the Faroe Islands, the Immigration Office can, without your consent, share information about you with your employer. For instance, it may be necessary for the Immigration Office to verify the accuracy of the information you have provided in the application. Please note paragraph C "Information on how we process your data" in section 8 "Sworn declaration and information".

In certain instances, it will sometimes ease the processing of your case if the Immigration Office can, to a greater extent, share information about your personal circumstances with your employer (e.g. if we cannot get in touch with you). If you would like the Immigration Office to be able to share information with your employer, you must give your consent below.

If you do not wish to give your consent to let the Immigration Office share information in these situations, we will instead obtain the information from you (the applicant) and abstain from sharing information with your employer. This may result in a longer processing time for your application.

You can withdraw your consent at any time. If you wish to withdraw your consent, you must inform us. You can find our contact information at www.utlendingastovan.fo/en.

☐ (tick the box)
I hereby consent to let the Immigration Office share information about me with my employer to ease the processing of this application.

10. Signature (applicant)

By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section 8 A and B.

I also confirm that I have made a decision regarding section 9 on consent to share information.

Date and place	Signature

Have you remembered everything?

We can process the case faster if the application has been completed correctly and contains the required documents. Therefore, it is important that you make sure that you have completed this form correctly, and that you have enclosed the necessary documents.
We recommend using the checklist below to verify that the application is complete and correct.

☐ Copy of your passport including all empty pages and the front and back cover of the passport. Ensure that the passport's expiry date is at least 3 months beyond your planned departure from the Faroe Islands.

☐ Documentation of educational background including authorised translation into Danish or English if the applicant is submitting a first-time application.

☐ Documentation of authorisation, if the job offered requires Danish or Faroese authorisation, and the applicant is submitting a first-time application.

Please also remember to:

☐ read and answer all sections in part 1,

☐ make a decision regarding the declaration of consent in section 9, and

☐ sign and date the application in section 10.

Your employer must have:

☐ answered all of the sections in part 2

☐ signed and dated the application in section 16 in part 2.

Remember to bring your original passport with you, if you submit the application at a Danish diplomatic mission in the country in which you live, to the Immigration Office, or to the Faroese police. You must bring your original passport with you for the authorities to verify your identity as well as the validity of your passport.

Part 2 – to be completed by the employer (the company) in the Faroe Islands

11. Information about employer (the company)

PLEASE COMPLETE IN CAPITAL LETTERS

Employer (company) name	
VAT registration number (v-tal)	Case number pre-approval
Address (street and number)	Postal code and city/town
Contact person (if applicable)	
Telephone number	Email address

12. Information about the applicant (the employee)

PLEASE COMPLETE IN CAPITAL LETTERS

The employer must state the name, date of birth and nationality of the applicant.

Surname	Given name(s)
Date of birth (day, month, year)	Nationality

13. Information about the terms of employment

PLEASE COMPLETE IN CAPITAL LETTERS

Note that it is important that the answers you provide in this section are consistent with the information contained in the employment contract you enclose in this application.

What job position will the applicant be holding in the Faroe Islands?

Please provide a description of the job position and its primary responsibilities

Is the applicant's terms of employment covered by a valid Faroese collective bargaining agreement that you (the employer) are a party to, either due to your company's membership of an employer confederation or by having entered into a collective bargaining agreement with a labour union? ☐ Yes ☐ No

If yes, please state which collective bargaining agreement

Is the position covered by the pre-approval of the company? ☐ Yes ☐ No

Period of employment From: _____ to: _____

Hourly or monthly salary before taxes, not including benefits such as employer-paid housing or other paid benefits (state the amount in DKK):

DKK _____

Number of hours applicant is to work each week (must be at least 30 hours each week)

_____

If extension, please state seniority (number of years): ☐

14. Employer's comments

PLEASE COMPLETE IN CAPITAL LETTERS

15. Sworn declaration and information – employer (the company)

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete in accordance with section 161 of the Faroese Criminal Code, cf. Statutory Publication No 8 of 20 February 2024, as well as section 40 of Ordinance No 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands). If the information is found to be false or incomplete, I am subject to the following consequences:

- I can be punished by receiving a fine, or face imprisonment of up to 2 years.
- I can be required by law to repay the expenses incurred by the Faroese authorities because of the false information.

B. Declaration about the terms and conditions of employment

I confirm that the salary and terms and conditions of employment correspond to Faroese standards.

I also confirm that the employment contract or job offer contains this information:

- Name and address of the employer and employee.
- The place of work or - if there is no fixed place of work or place where most of the work is performed - information that the employee works at multiple places and information about the headquarters or the address of the company.
- A job description or the title, rank, position, or job category of the employee.
- Date of employment.
- Expiration of employment if the employment is time limited.
- The rights of the employee regarding holiday and holiday pay.
- Terms of notice of the employee and employer or other regulation regarding terms of notice.
- Current or negotiated wages at the start of employment, and supplements and other pay provisions that are not included in the hourly wages, e.g. superannuation/pension pay and board and lodging (if applicable). Also, information about payment day and period.
- Standard daily or weekly working hours.
- The collective bargaining agreement or other agreement regarding terms and conditions of employment that regulates this employment. If the agreement is with/between parties outside of the company, you must identify these external parties.

C. Sworn declaration of compliance with Faroese occupational health legislation when hiring employees under the age of 18

I solemnly swear that I, as an employer, comply with Faroese occupational health legislation when hiring employees under the age of 18.

D. Information about the risk of penalty, if your employee works without a permit

If your employee works illegally in the Faroe Islands, i.e. without a necessary permit, you risk being subject to a fine or imprisonment for up to 2 years, cf. section 59 (5) of Ordinance No 182 of 22 March 2001 (Application of the Aliens Act in the Faroe Islands).

E. Information on how we process your personal data, as the contact person

The Immigration Office is obliged to inform you of how we process your data (if you are the contact person or own a one-person business), and to inform you of your rights in relation to our processing of data about you.

Data controller

The Immigration Office is the data controller and is responsible for processing the personal data given in this application form, and the data provided about you during the processing of the case. You can contact the Immigration Office by writing to the following address: The Immigration Office, Skálatrød 20, PO box 264, 110 Tórshavn, or by email: info@utlendingastovan.fo.

Data protection officer (DPO)
You can contact our Data Protection Officer (DPO) by writing to the aforementioned address (Att. Data protection officer). You can read more about the Immigration Office as data controller and about our Data Protection Officer (DPO) at www.utlendingastovan.fo/en/about.

Purpose and legal basis
The personal data you provide to the Immigration Office is collected and used:

- to process this application for a residence and/or work permit on the Faroe Islands
- in any later applications for an extension, or for a new residence and/or work permit on the Faroe Islands
- for verification and spot checks of the conditions for the applicant's residence and/or work on the Faroe Islands

The legal basis for processing your personal data is:

- Decree of commencement for the Faroe Islands of the Danish Aliens Act (the Aliens Act), in particular chapter 1 on the entry and residence of aliens on the Faroe Islands.
- Act no. 462 of 17 June 2008 on the access of aliens to a residence permit in the Faroe Islands with a view to certain types of employment.
- The Faroese Data Protection Act, section 8 (1)(iii) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject), and section 8 (1)(v) (relating to the exercise of official authority vested in the Immigration Office by the Aliens Act).
- The Faroese Data Protection Act, section 12 (1)(vii) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Faroese Data Protection Act section 13 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, the applicant may not be granted a permit.

The information you give, or have given, in connection with the application, will be registered in the case handling system of the Immigration Office. The same applies for any information you later give in connection with an application from the applicant to extend his or her residence permit, or for a new residence and/or work permit on the Faroe Islands.

We process the following types of data about you

- General personal data, such as: information about your name, contact information, and information about your position at the company.

We can pass on your data to the following recipients
The Immigration Office can pass on your data to your employer and the applicant, the Danish Agency for International Recruitment and Integration (SIRI), the Danish Immigration Service, the Danish Immigration Appeals Board, the police, the Ministry of Foreign Affairs of Denmark, the municipalities, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, and Statistics Faroe Islands.

The Immigration Office shares data when necessary in order for us to exercise our official authority, including instances where we are legally obligated to share information.

What is the origin of the information we process about you?
The data that the Immigration Office processes about you, have been provided by you in this application form. We will also process data that you, or the applicant, may submit to the case later.

Storage of data
The Immigration Office will store your personal data for as long as necessary to carry out our tasks related to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities later. This means that the data can enter into the decision-making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and cases concerning citizenship. In practice, this means that the Immigration Office will store your data for the period of the applicant's 'lifecycle' – i.e. his or her entire life.

Finally, it must be mentioned that the data will be transferred to the Faroese National Archives, in accordance with the Faroese Archives Act.

Your rights
Under the Faroese Data Protection Act, you have rights in relation to our processing of data about you:

The right to know what kind of data we process about you

You have the right to ask what kind of data we are processing about you and be granted access to these data. If there are other regulations, which provide you with greater access than the Faroese Data Protection Act affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

The right to rectification (data correction) and the right to have your data erased

You have the right to request that corrections be made to personal data about you that you find to be inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased if it is not necessary for the processing of your case, as the Immigration Office is obliged to record and register information in accordance with the Public Administration Act.

The right to restriction of processing

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, the Immigration Office may thereafter, except for storage, only process your data with your consent, unless the purpose of the processing is to establish or defend a legal claim, to protect another person, or for reasons of important public interest.

The right to object

In some situations, you have the right to object to the otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected, or restricted.

You can read more about your rights in the Faroese Data Protection Agency's guidelines at www.dat.fo/english.
If you would like make use of your rights, contact the Immigration Office.

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. You can find the contact information for the Data Protection Agency at www.dat.fo/english.

E. Verification and spot-checks
The accuracy of the information you and the applicant have given, or will be giving in relation to this application, will be verified by the Immigration Office. This may occur during the processing of this application, or later to assess whether the applicant still meets the conditions for a residence and/or work permit or whether the applicant is staying and/or working in the Faroe Islands without the necessary permit.

The verification may involve the Immigration Office contacting other authorities and checking public registers.

You may be asked to send us further information.

16. Signature - employer

By signing below, I confirm on behalf of the above-mentioned company that the information I have given in this form is correct, and that the company has accepted the terms laid out in section 15 A-D.

Date and place	Signature

Have you remembered everything?

We can process the case faster if the application has been completed correctly and contains the required documents. Therefore, it is important that you make sure that you have completed this form correctly, and that you have enclosed the necessary documents.

We recommend using the checklist below to verify that the application is complete and correct.

Checklist

Before the application is submitted, it is important that you have enclosed (tick the box):

☐ Copy of the applicant's passport (including all empty pages and the front and back cover of the passport).

☐ Documentation of educational background including authorised translation into Danish or English if the applicant is submitting a first-time application.

☐ Documentation of authorisation, if the job offered requires Danish or Faroese authorisation, and the applicant is submitting a first-time application.

☐ Other (e.g. power of attorney from the employee).

It is also important, that the employee has

☐ read and answered all sections in part 1 (sections 1-9) and

☐ signed and dated the form in section 10.

Finally, it is important, that the employer (the company) has

☐ made sure that the company is pre-approved for the special EU Scheme in the Faroe Islands

☐ read and answered all sections in part 2 (sections 11-15) and

☐ signed and dated the form in section 16.

Please remember that the employee must bring his or her original passport, when submitting the notification in order for the authorities to verify his or her identity as well as the validity of the passport.
The employee must also bring his or her original passport when picking up the permit.

For official use only

Comments and forwarding endorsements

☐ Names and passport information are in compliance with shown proof of identity

Enclosed:

☐ Copy of passport (including all of the empty pages and the front and back cover of the passport).

☐ Documentation of educational background including authorised translation into Danish or English, if the applicant is submitting a first-time application.

☐ Documentation of authorisation, if the job offered requires Danish or Faroese authorisation, and the applicant is submitting a first-time application.

☐ Other (e.g. power of attorney from the employee).

Date of registration in the National Register (Landsfólkayvirlitið)

Comments

PLEASE REMEMBER TO ALSO STATE NAME, AUTHORITY AND DATE FOR RECEPTION ON PAGE 2