PRIVACY STATEMENT

In accordance with articles 15 and 16 of Regulation (EU) No. 2018/1725
of the European Parliament and of the Council of 23 October 2018

Issued August 2022

ACQF LEARNING MANAGEMENT SYSTEM

Key information

Controller

The Director of the ETF (director@etf.europa.eu)

Business owner

Erja Kaikkonen, Head of Policy and Public Outreach Department, Erja.Kaikkonen@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, DataProtectionOfficer@etf.europa.eu

Purpose of the processing

The purpose of processing is the logistics and administrative management of the Moodle Learning Management System (LMS) training programme.

Legal basis

The legal basis for the processing operations of personal data is Regulation No. 1339/2008 establishing the European Training Foundation (Recast), article 2, functions, (f).

Personal data

Personal data concerned are:

- *Name and contact details (address, Email, telephone) of the participants to the training programme*

Provision of these data is mandatory for participating to the training programme.

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- The ETF team managing the ACQF LMS project
- The contractors managing on behalf of the ETF the training programme and the LMS, Opinno (www.opinno.com) and Edunao (www.edunao.com)

The server hosting the LMS platform is located in France.

Further information

Data retention

Participants' personal data collected will be retained by the contractors for the duration of the training programme after which they will be deleted.

Participants' personal data will be retained for 1 year after conclusion of the project by the ETF team.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object or withdraw consent to the processing of personal data shall be addressed in writing to the Erja.Kaikkonen@etf.europa.eu giving details of the request.

Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer (DataProtectionOfficer@etf.europa.eu) or to the European Data Protection Supervisor (http://www.edps.europa.eu).