

Mobility tool - Privacy policy



Erasmus+ EACEA

Grant Agreement Number: **2018 - 2099 / 001 - 001**

Project Number: **597876-EPP-1-2018-1-EL-EPPKA3-VET-JQ**

Start Date of the Project: **1/11/2018**

Duration: **24 months**

Work package:	WP2
Type:	Document
Dissemination level:	Public
Version:	Final
Delivery date:	M33
Keywords:	Mobility tool, privacy policy, data protection, postal sector
Authors:	ReadLab

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1 Privacy policy

The following information provides a simple overview of what happens to your personal data when you visit the NeWPOST Mobility tool. Personal data are all data with which you can be personally identified. Information on data protection can be found in our detailed data protection declaration below this text.

We provide you with information regarding:

- About us and our role regarding your personal information
- Which personal information we process
- How long we will store your personal information
- Which are the possible recipients of your personal information
- To which countries or international organizations we intent to transfer your information
- How we will process your personal information
- Which are your rights regarding your personal information processed by us
- How you can exercise your rights regarding your personal information processed by us
- Other information

1.1 About us and our role regarding your personal information

The EU funded project “**Newpost: Upgrading the EU Postal Sector with new Skills**” aims, among others, to provide a simple mechanism across postal institutions to exchange employees and apprentices under WBL schemes at regional and transnational level.

The development of this online web platform for Post Employees, establishes this platform as a “mobility tool” for WBL. It aims at matching each person interested in WBL with the appropriate company’s position.

The **contact point** for the mobility tool is the project Coordinator –

AKMI ANONIMI EKPAIDEFTIKI ETAIRIA

Name: Vasiliki Karampampa

Email: euprojects@akmi-international.com

The NeWPOST project, as the operator of this online platform, is acting as a controller regarding the personal information you are providing through this web site. We take the protection of your personal data very seriously. We always treat your personal data confidentially and in accordance with the data protection regulations and this data protection declaration.

When you use this online platform, various personal data are collected. Personal data is data with which you can be personally identified. This Privacy Policy explains what data we collect and what we use it for. It also explains how and for what purpose this is done.

The NeWPOST project, as the operator of this online platform, is acting as a controller regarding the personal information you are providing through this web site. We take the protection of your personal data very seriously. We always treat your personal data confidentially and in accordance with the data protection regulations and this data protection declaration.

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1.2 Which personal information we process

If you only use our platform for information purposes (i.e. access and viewing), i.e. if you do not register or otherwise provide us with information, certain information is automatically sent to the server by which the website is kept available by the internet browser used on your device. This information is technically necessary for us to display our website to you and to ensure the stability and security of the connection and the system:

- IP address of your computer or other device used to access this website,
- Date and time of access,
- Time zone difference to Greenwich Mean Time (GMT),
- Content of the request (specific page or file accessed),
- Access status / HTTP status code (ie whether the file was transferred or possibly not found etc.),
- amount of data transferred in each case,
- Website from which the request comes (referrer URL),
- browser used,
- Operating system and its interface,

- Language and version of the browser software.

Under no circumstances do we use the aforementioned data for the purpose of drawing conclusions about you personally.

Cookies are stored on your device when you use our website. You can find out more about the use of cookies on our website to add the relevant link.

Your **e-mail** if you submit it through the REGISTER/LOGIN function at add the link of the platform. This e-mail address is used only for register/login purposes.

Upon registration and login, the following information is processed by us:

- Name
- Email address

Your email **account** and a **password**, are encrypted and then stored in the system's database.

Data processed by interacting with the platform web forms.

1.2.1 Personal data processed

After an account has been created in the system, you will be able to enrich your profile with further information.

1.2.2 A/. Candidates/Students

- Personal Information:
- Gender
- Phone
- Date Of Birth
- Profile Image
- Short Description about yourself
- Info about your education:
- Consent that you want to participate in WBL
- Preferred duration of WBL
- Starting date available for commitment
- Location And Address

1.2.3 Employer/Company

Company information:

- Name
- Phone
- Website

Company Social Links. You can edit your Company's social accounts (Facebook, Twitter, LinkedIN and Instagram)

Location information: Company's town or even the actual coordinates of company's location

1.3 How long we will store your personal information

We will store the information provided based on our quality procedures:

For a period of 5 years after the Project ends (end date: 31/07/2021)

1.4 Which are the possible recipients of your personal information

The information provided to us by you will be stored in the main information system and will be kept in a need to know basis.

Access to the data may be provided to authorized personnel of each partner of the NeWPOST project, to the European Union (staff relevant to the European Projects ERASMUS+), to the national authorities of each country (should need arise), to the website administrator, to the platform support company and the platform and infrastructure host.

In case, it is necessary for your information to be shared with others, we will inform you accordingly.

1.5 To which countries or international organizations we intent to transfer your information

The countries that will receive your personal information are:

Bulgaria, Greece, Romania.

1.6 How we will process your personal information

We will collect, record, structure, store, consult, use, disseminate or otherwise make available, restrict, erase or destruct the personal data acquired by you through our website based on the above-mentioned principles while serving the specific processing purposes.

We will not use your information for profiling or for automated decision-making.

1.7 Which are your rights regarding your personal information processed by us

You have the right to request access to and rectification or erasure of the personal data retained or the restriction of processing concerning you or to object to processing as well as the right to data portability.

You have the right to withdraw consent at any time, simply by

- filling in the Contact us form at <https://mobility.newpostproject/contact-us/> and clicking the text “WITHDRAW CONSENT” in the message field or
- by sending an e-mail to COORDINATOR EMAIL (euprojects@akmi-international.com) with the title “WITHDRAW CONSENT”

The legality of the data processing carried out before the revocation remains unaffected by the revocation.

You have the right to lodge a complaint with a supervisory authority.

The responsible supervisory authority for data protection issues is the DPO country Data Protection Authority.

1.8 How you can exercise your rights regarding your personal information processed by us

You can contact us any time, through

the Contact Us form at <https://mobility.newpostproject.eu/contact-us/>

through e-mail to the project coordinator: euprojects@akmi-international.com

1.9 Other information

Where we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

We keep our privacy policy under regular review to make sure it is up to date and accurate.