



Malta, 25 July 2014

## PRIVACY STATEMENT CONCERNING THE PROCESSING OF PERSONAL DATA IN THE E-LEARNING PLATFORM

In accordance with Article 42(4) of Regulation 439/2010 founding EASO, the processing of personal data in the E-Learning Platform is subject to [Regulation \(EC\) 45/2001](#) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

### **Purpose:**

The E-Learning Platform consists of interactive e-modules covering the core aspects of the international protection procedure. The E-Learning Platform is used to deliver courses to staff in Member States' asylum administrations, including "train-the-trainer" and "national training" sessions.

Personal data is processed to enable the effective administration of courses delivered through the E-Learning Platform. In addition, personal data contained in course evaluations is processed with a view to increase the quality of the courses delivered.

### **Identity of the Controller:**

The controller is the Head of the Centre for Training, Quality and Expertise (CTQE) at [training@easo.europa.eu](mailto:training@easo.europa.eu).

### **Personal data collected and processed are:**

#### **Trainees:**

Trainees register for courses via their training National Contact Point (NCP), who submit trainees' contact information (name and surname, e-mail address), job position, and task performed at work. Trainees must register via their NCP for each course they wish to take. Once registered, they may create a profile in the E-Platform with their contact information.

Other personal data kept on the platform are time and progress reports, test results, and forum discussion threads.

#### **Trainers:**

Personal information on trainers is collected through the 'Training and Expert Pool'<sup>1</sup>. Once trainers are assigned to a course, they may create a profile in the E-Platform with their contact information.

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<sup>1</sup> Please see the privacy statement for the 'Training and Expert Pool'.

The E-Learning Platform stores for each course the name of the trainer assigned to that course. Furthermore, anonymous course evaluations, completed online by trainees, are stored in the E-Learning Platform.

**Recipients:**

EASO CTQE staff responsible for course administration has access to trainees' contact data stored in the E-Learning Platform, time and progress reports, tests results, and forum discussions. Trainees' email addresses are only visible to their trainers and CTQE staff, and not to other trainees.

CTQE staff responsible for course administration has access to course evaluations, including the section concerning trainers, for 12 months, after which the data is summarised and made anonymous.

Trainers have access to their trainees' name and e-mail address, time and progress reports, test results, and forum discussion threads for the duration of the course and an additional three months following its end, to allow them to respond to trainee enquiries. Trainers also have access to their own evaluations.

**Legal basis:**

The legal basis for the processing is Article 6, Regulation (EU) 439/2010.

**Data retention:**

Complete course modules, including contact information, forum discussions, time and progress reports, and test results remain stored on the platform to enable trainees to access their training material for 3 months after the end of a course and for trainers to respond to any queries. After three months course modules will no longer be available to trainers or trainees.

However, time and progress reports and test results will be available to CTQE staff responsible for course administration for 12 months to enable CTQE to provide certificates for trainees. Furthermore, CTQE staff responsible for course administration shall keep contact data relating to trainees and trainers for any further communication.

**Right of Access/Rectification:**

Trainees/ trainers have the right to access their personal data at any time by submitting a request in writing to the data controller at [training@easo.europa.eu](mailto:training@easo.europa.eu).

Trainees/Trainers may access their contact information in the "Profile" section of the E-Platform and correct their password or email address. They may update or correct other personal data through submitting a request to EASO via their NCP

Trainees/trainers may also ask for their personal data to be erased, by submitting a request in writing to EASO via their NCP.

**Contact Information:**

[training@easo.europa.eu](mailto:training@easo.europa.eu)

**Recourse:** EASO's Data Protection Officer [dpo@easo.europa.eu](mailto:dpo@easo.europa.eu) or the European Data Protection Supervisor <http://www.edps.europa.eu>