

PRIVACY NOTICE

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INTRODUCTION

In accordance with Articles 12, 13 and 14 of the EU Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereafter the “GDPR”), this Privacy Notice (hereafter “the Notice”) explains how the University of Luxembourg collects, processes and protects Personal Data in relation with Tandem learning.

1) WHO ARE WE ?

The University of Luxembourg is a public higher education and research establishment, operating under the supervision of the Ministry for higher education.

The University of Luxembourg has its official address at:

MAISON DU SAVOIR

2, avenue de l’Université

L- 4365 ESCH-BELVAL

Phone number: Tel.: (+352) 46 66 44 1

Internet address: <https://www.uni.lu/university>

The University has appointed a DPO: reachable during working hours. Further information is provided on https://www.uni.lu/university/data_protection and an email address is available: dpo@uni.lu

2) WHAT IS THE PURPOSE OF THE PROCESSING?

The purpose of the processing is to put you in contact with another student or staff member for you to share your own language skills (ideally in your native language) and learn the language of your tandem partner in exchange.

3) WHICH PERSONAL DATA DO WE COLLECT AND FURTHER PROCESS?

The personal data processed includes your:

- surname,
- first name,
- e-mail address,
- phone number,
- age,
- matriculation number and study programme (for students)
- position at the University (for staff)

We draw your attention to avoid transmission of sensitive information such as data revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning your health.

4) HOW DID WE COLLECT PERSONAL DATA?

We collect the Personal Data directly, as provided by you in the enrolment form.

5) ON WHICH LEGAL BASIS DO WE PROCESS YOUR PERSONAL DATA?

The legal basis for the processing of your personal data is laid down in:

Article 6 - GDPR:

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6) WHO ARE THE RECIPIENTS OF YOUR PERSONAL DATA?

- The language Centre of the University of Luxembourg
- The potential Tandem partner we may find for you

7) DO WE TRANSFER YOUR PERSONAL DATA OUTSIDE OF EUROPEAN UNION?

Your Personal Data is mainly processed within the European Union.

8) HOW LONG DO WE STORE YOUR PERSONAL DATA?

The Personal Data provided by you are kept for a duration of 6 months

9) WHAT ARE YOUR RIGHTS WITH REGARD TO THE PROCESSING OF YOUR PERSONAL DATA?

According to the GDPR, you benefit notably from the following rights: right to be informed, right to access to your personal data, right to rectification, right to erasure, right to restrict the scope of the processing, right to object, right to data portability, right to lodge a complaint. The University provides further information on its website page: https://wwwen.uni.lu/university/data_protection/your_rights.

In practice, you can exercise your rights by contacting our DPO:

- ✉ By sending a request per post to:

Université du Luxembourg
À l'attention de: DPO – Exercise of Data Subject rights
Maison du Savoir
2, Avenue de l'Université
L-4365 ESCH BELVAL

Or

- ✉ By sending a request per email to the DPO, at dpo@uni.lu

Any request shall be processed by the University of Luxembourg without undue delay, and where feasible no later than one (1) month after its receipt, at least in order to inform you about the status of your request. This period may be extended for two (2) additional months for complex cases or due to a high volume of requests.

10) HOW CAN YOU LODGE A COMPLAINT?

If you consider that the Processing of Personal Data relating to you infringes the GDPR, you will have the right – without prejudice to any other administrative or judicial remedy – to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement.

In Luxembourg, the competent authority is the Commission Nationale pour la Protection des Données (CNPD).

Contact of the CNPD:

Commission Nationale pour la Protection des Données

1, avenue du Rock'n'Roll

Service des réclamations

L-4361 Esch-sur-Alzette

Tel. : (+352) 26 10 60 -1

Fax : (+352) 26 10 60 -29

You can also use their contact form, at: <https://cnpd.public.lu/fr/support/contact.html>

11) APPLICABLE LAW – JURISDICTION

The present Notice shall be governed and construed in accordance with the Luxembourgish law.

Any dispute concerning the existence, interpretation or performance of this Notice which cannot be settled amicably, shall fall within the jurisdiction of the Courts of Luxembourg City, without prejudice to the rights of the Data Subjects to bring the matters before the court where he or she has her place of residence as well as its right to lodge a complaint with the supervisory authority.