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microlearnings

## PRIVACY STATEMENT E-LIA

The privacy of your data is very important to E-lia. E-lia therefore observes the privacy laws. This means that your data are safe with E-lia and that E-lia will always use them properly. E-lia only processes the data it needs to offer its services. E-lia will never make your details available to third parties for commercial purposes.

This privacy policy applies to the use of the website and the services of E-lia. If you have any questions about our privacy policy you can contact E-lia. You will find the contact details at the end of this document.

### **What personal data do we process?**

In order to provide the functionalities of E-lia, we process personal data of end users and administrators.

The following personal information of an **end user** is processed by E-lia:

- Name (first and last name)
- Phone number
- Email address
- Module results

The following personal information of an **administrator** is processed by E-lia:

- Username and password for the dashboard
- Name (first and last name)
- Phone number
- Email address
- Address

All personal data processed are subject to the consent of the person to whom they relate.

### **Why and how do we process these personal data?**

In order to be able to offer the functionality of E-lia to end users, it is necessary for E-lia to process personal data of users. This information is entered by the administrator of the dashboard.

These personal data are essential for the functioning of E-lia. Because E-lia identifies users and records user progress based on their personal data, E-lia cannot be functional without them.

It is up to the administrator of the dashboard to clearly indicate what happens to this data and where it is stored, this is further explained in this privacy statement. The privacy statement can also be found on the website <https://e-lia.nl/>.

### **Data retention period**

E-lia stores personal data of end users 30 days after termination of use. The data is only used within the EU.

Due to applicable administrative obligations, we have to keep invoices with (personal) data, so this data will be kept for as long as the applicable period lasts.

### **Automated decision-making**

E-lia does not use automated decision-making for processing personal data; a natural person is always involved.

### **Accessing, amending and deleting your data**

If you have any questions or want to know what personal data we hold about you, please feel free to contact us. See contact details below.

You have the following rights:

- get an explanation of what personal data we have and what we do with it;
- access to the exact personal data we have;
- the right to data portability;
- having errors corrected;
- the deletion of outdated personal data;
- withdrawal of consent;
- object to a particular use;

Please make sure that you always clearly state who you are, so that we can be sure not to edit or delete data belonging to the wrong person.

### **Filing a complaint**

If you feel that we are not helping you in the right way, you have the right to file a complaint with the supervisory authority. That is the Authority for the Protection of Personal Data.

We do not have a Data Protection Officer (FG), but we will be pleased to help you with your questions. Please contact us using the contact details below.

### **Changes to this Privacy Statement**

We reserve the right to change our privacy policy at any time. However, you will always find the most recent version on our website. If the new privacy policy affects the way we already process data relating to you, we will inform you by e-mail.



## **Contact Details**

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