

## PRIVACY POLICY

The Privacy Policy is part of the Legal Notice that governs the Web Page: [www.erasmobility.eu](http://www.erasmobility.eu) together with the Cookies Usage Policy.

The Web page [www.erasmobility.eu](http://www.erasmobility.eu) is owned by Centro Integrado Público de Formación Profesional la Costera and complies with the requirements derived from Law 34/2002, of 11 July, on Information Society Services and Electronic Commerce, and current regulations relating to the protection of personal data and, in particular, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights.

Centro Integrado Público de Formación Profesional la Costera reserves the right to modify or adapt this Privacy Policy at any time. Therefore, we recommend that you review it every time you access the Website. In the event that you have registered on the website and access your account or profile, upon accessing it, you will be informed in the event that there have been substantial changes in relation to the processing of your personal

### Who is the PERSON RESPONSIBLE FOR THE TREATMENT?

The data collected or provided voluntarily through the Web Page, either by browsing it, as well as all those who can provide us in the contact forms, via email or telephone, will be collected and processed by the File Manager, whose data are indicated below:

<b>Identity</b>	<b>Centro Integrado Público de Formación Profesional la Costera</b>
<b>CIF:</b>	Q9655472J
<b>Postal address</b>	C/ Gonçal Vinyes, 1 - 46800 - Xàtiva (Valencia/València)
<b>Phone</b>	616875994
<b>E-mail</b>	manuel_hermoso@cipfplacostera.com
<b>DPO Contact:</b>	Conselleria de Participació, Transparència, Cooperació i Calitat Democràtica Passeig de l'Albereda, 16. 46010 València dpd@gva.es
<b>URL:</b>	<a href="http://www.erasmobility.eu">www.erasmobility.eu</a>

If, for any reason, you wish to contact us on any matter related to the processing of your personal data or privacy (with our Data Protection Officer), you can do so through any of the means indicated above.

## **When, why, by whom, how, for what purpose and for how long do we process your personal data?**

### When and why?

You can browse Erasmobility.eu without providing any personal information, but in some cases this information is necessary to provide you with the electronic services you request from us.

If we need to collect personal data to provide you with the service, we will process the information in accordance with the policy set out in this document and in the specific terms which contain specific privacy statements about the use of the data and inform you why, for what purpose, how, for how long we process your personal data and what security measures we implement.

### Who collects your data?

The collection and processing of personal data that you may provide to us is carried out by our web/Center.

### What for?

The personal data that we request from you, or that you provide to us as a result of your browsing, is used by us to manage, provide and improve the services you have requested from us.

For example, we will process your personal data to send you electronic communications if you so request

### How do we treat your data?

We collect personal information only to the extent necessary to facilitate centres to find out one each other. The information will not be used for a purpose incompatible with the one described.

We only disclose the information to third parties if it is necessary for the fulfillment of the purpose of the service and only to persons who need to know them. All this in order to be able to provide the service by treating your personal data with confidentiality and reserve, in accordance with current legislation.

In any case, our centre adopts security measures to protect the data against possible abuse or unauthorized access, alteration or loss.

### How long do we keep your data?

We store data only for the time being users consider necessary. At any time they can delete all data from their personal dashboard.

A table with specific retention periods is provided at the end of this document.

### **For what purposes will we process your personal data?**

- Web or e-mail contacts:

We process your personal data for the purpose of (i) answering your queries and requests; (ii) managing the requested service or processing your order.

- Web users:

By browsing our website we collect information about your browser, your device and data from your use of our website as well as any information you provide to us when using our website. In an anonymized or aggregated form, we may record the IP address (Internet access identification number of the device, which allows devices, systems and servers to recognize and communicate with each other).

The purpose of the processing is (III) for technical security and system diagnostics.

The data we collect is not related to a specific user and will be stored in our databases.

The aforementioned data, as well as any personal data you may provide us with, are stored by means of cookies that are collected in a format pseudonymized and are subject to the presentation of objections to the processing of this personal data, as detailed in the Cookie Policy.

You can consult the Cookies Policy in the corresponding section.

The information of your navigation **is not using** Google Analytics.

Similarly, from our website we don't use Google Maps.

In order to offer information or services of interest based on the User's location, we may access data relating to the geolocation of the User's device in those cases in which the user's configuration for this purpose so permits.

The Portal doesn't offer functionalities for sharing content through third party applications, such as Facebook or Twitter.

### **What is the legitimacy for the processing of your data?**

- Web or e-mail contacts:

The legal basis for the processing of your data is (i) the consent of the data subject.

In those cases where to make a request it is necessary to fill out a form and "click" on the submit button, the completion of the same will necessarily imply that you have been informed and have expressly given your consent to the content of the clause attached to the form or acceptance of the privacy policy.

All our forms have a check box that must be checked to access the services offered.

The purposes of the treatment will be the following:

- a) Manage queries or requests for information that you send us through the Web Page, email or telephone.
- b) Sending communications, news or actions that are of interest to you or that you request from us, including by electronic means. As this is an accessory purpose to the main one, you must check the box provided for this purpose.

- Web users:

The legal basis for the processing of data is your consent when browsing our website and accepting the terms of use of cookies.

**To which recipients will your data be communicated?**

Your data will not be disclosed to third parties outside the service we provide, unless legally required.

**What security measures do we apply?**

Rest assured, we have adopted appropriate technical and organizational measures to ensure confidentiality, integrity and availability in the processing of your personal data that we perform, in particular those that prevent the loss, misuse, alteration, unauthorized access and theft of personal data.

**What are your rights when you provide us with your data?**

You can exercise your rights of access, rectification, deletion, portability, limitation or opposition to the processing of your data, including the right to withdraw your consent, as detailed below:

Right of access: you can ask us if we are processing your data and in what way.

Right of rectification: You can ask us to update your personal data if they are incorrect, and delete them if you wish.

**Right to limitation of processing:** In this case they will only be kept by us for the exercise or defense of claims.

**Right of opposition:** After your request to oppose the processing, we will stop processing the data in the manner you indicate, unless for compelling legitimate reasons or the exercise or defense of possible claims must continue to be treated.

**Right to data portability:** In case you want your data to be processed by another company, we will facilitate the portability of your data to the new data controller.

**Right to erasure:** You can request that we delete your data when it is no longer necessary for processing, you withdraw your consent, it is unlawful processing or there is a legal obligation to do so. We will analyze the case and apply the law.

If you need more information about your rights under the Law and how to exercise them, we recommend that you contact the [Spanish Data Protection Agency](#), which is the supervisory authority for data protection.

You can contact the Data Protection Delegate prior to filing a complaint against the data controller before the AEPD.

In the event that we have not attended to the exercise of your rights you can file a complaint with the Spanish Data Protection Agency.

We have forms for the exercise of rights that can be requested to the email address mentioned above; you can also use those prepared by the Spanish Data Protection Agency or third parties. These forms must be signed electronically or be accompanied by a photocopy of the ID card. If you are acting through a representative in the same way, a copy of your ID card or an electronic signature must accompany the form.

The forms must be submitted in person or sent by mail or email to the addresses listed in the "Responsible" section.

The maximum time limit for a decision is one month from the receipt of your request.

### **How long will we keep your data?**

Personal data will be kept for as long as you maintain your relationship with us.

At any time, you can delete your data from your dashboard.

At the end of the same, the personal data processed for each of the purposes indicated will be kept for the legally stipulated periods of time. If there is no such legal period until the interested party requests its deletion or revokes the consent given, or during the period that a judge or court may require them according to the statute of limitations for legal actions.

For each treatment or type of data, we provide you with a specific period, which you can consult in the following table:

Organic Law on Data Protection	Processing of personal data.	3 years
	Personal data of employees stored in the networks, computers and communications equipment used by employees, access controls and internal management/administration systems.	5 years