

PRIVACY NOTICE OF THE EXPERT TRAINING TOOL T1.0 (TRAINING TOOL)

v0.1

This privacy notice (“**Privacy Notice**”) governs the processing of your personal data as part of your use of the EXPERT TRAINING TOOL t1.0 (the “**Training Tool**”) and its associated services (hereinafter together referred Training Tool and associated services as “**Services**”). This processing is undertaken by Universiteit Hasselt, a public institution under Belgian law having its registered seat at Martelarenlaan 42, 3500 Hasselt, with corporate registration number 0208.359.859 (“**UHasselt**”).

By registering with our Services and using the Training Tool, you acknowledge that you have read this Privacy Notice carefully and that you agree with it without reservation.

Article 1 In general

- 1.1 This Privacy Notice is an integral part of the terms of use of the Training Tool (“**Terms**”).
- 1.2 Any notion starting with a capital shall be defined by explicit reference in this Privacy Notice or in the Terms.
- 1.3 Where possible given the context, singular words shall be interpreted as also including the plural and vice versa.
- 1.4 UHasselt reserves the right to modify the Privacy Notice and Terms of Use (together “**Terms**”) at its own discretion and from time to time. Such modification shall be communicated via the Training Tool or via e-mail. If you do not accept the modifications, you are to stop using the Training Tool from the moment the modified Terms apply and UHasselt has the right to delete your Account without further notice. By continuing to use the Services after the modifications to the Terms have been communicated to you, you indicate to accept these modifications without reservation.

Article 2 Roles and purposes

- 2.1 During the registration process and when using the Services, UHasselt collects personal data pertaining to you. Such personal data include:
 - a) your contact details and basic identity such as your first name, last name and e-mail address;
 - b) device-specific details which may be used to identify you or from which a general location may be derived (e.g. IP address);
 - c) details on how you use the Training Tool and what your professional profile is.

UHasselt obtains the above mentioned personal data directly from you.

The processing of your personal data by UHasselt is necessary for UHasselt to be able to

provide you the Services as per the Terms and your License. As such, the lawful processing ground is the fulfilment of said Terms (Article 6.1(b) of the General Data Protection Regulation 2016/679 – “GDPR”). The processing of your personal data is also necessary to ensure the continued security and safety of the Training Tool and its supporting IT infrastructure and to be able to continuously improve the Services, which constitutes a legitimate interest on the part of UHasselt as per Article 6.1(f) GDPR. For these processing purposes UHasselt shall be construed as sole controller within the meaning of Article 4.7 GDPR.

Article 3 Recipients of personal data

- 3.1 UHasselt does not send your personal data in an identifiable manner to any third party without your explicit permission to do so.
- 3.2 UHasselt may rely on third party processors to provide you the Services. These third party processors are only allowed to process your personal data on behalf of UHasselt upon explicit written instruction of UHasselt. UHasselt warrants that all third party processors will be selected with due care and are obliged to observe the safety and integrity of your personal data. These third party processors will be bound by a confidentiality obligation and their identities will be communicated to you via the Website.
- 3.3 UHasselt may send anonymized data to other organizations that may use those data for improving products and services as well as tailor the marketing, displaying and selling of those goods and services.

Article 4 Location and transfer

- 4.1 UHasselt and potential third party processors will only process your identifiable personal data in the European Economic Area (hereinafter: “EEA”). A transfer of personal data collected via the Training Tool to a country outside the EEA that is not subject to an EU adequacy decision will only take place subject to the appropriate safeguards and in full compliance with Chapter V of the GDPR.
- 4.2 UHasselt may transfer anonymized data to organizations outside of the EEA. Should such transfer take place, UHasselt will ensure that there are safeguards in place to ensure that the anonymized data is no longer attributable to a single individual.

Article 5 Quality assurances

- 5.1 UHasselt will only process those personal data which are necessary to achieve the purposes listed under Article 2 of this Privacy Notice.
- 5.2 Your personal data are only processed for as long as needed to achieve the purposes listed under Article 2.1 of this Privacy Notice. UHasselt will delete your personal data if you delete/close your Account or your License is terminated and not renewed, unless a legal or regulatory obligation or a judicial or administrative order prevents UHasselt to do so.
- 5.3 UHasselt will take the appropriate technical and organizational measures to keep your personal data safe from unauthorized access or theft as well as accidental loss, tampering or

destruction. Access by personnel of UHasselt or a third party processors will only be on a need-to-know basis and subject to strict confidentiality obligations. You understand, however, that safety and security are best efforts obligations only which can never be guaranteed.

Article 6 Your rights

- 6.1 You have the right to request access to all personal data processed by UHasselt pertaining to you. Subsequent requests for access addressed to UHasselt that are manifestly submitted for causing nuisance or harm to UHasselt, will not be dealt with.
- 6.2 You have the right to ask that any personal data pertaining to you that are inaccurate, are corrected free of charge. In any case you can correct a lot of these data yourself via your Account. If a request for correction is submitted, such request shall be accompanied of proof of the flawed nature of the data for which correction is asked.
- 6.3 You have the right to request that personal data pertaining to you be deleted if they are no longer required in light of the purposes outlined in Article 2 of this Privacy Notice. However, you need to keep in mind that a request for deletion will be evaluated by UHasselt against legal or regulatory obligations or administrative or judicial orders which may contradict such deletion.
- 6.4 Instead of deletion you can also ask that UHasselt limits the processing of your personal data if and when (a) you contest the accuracy of that data, (b) the processing is illegitimate or (c) the data are no longer needed for the purposes listed under Article 2 of this Privacy Notice but you need them to defend yourself in judicial proceedings.
- 6.5 You have the right to oppose the processing of personal data if you are able to proof that there are serious and justified reasons connected with your particular circumstances that warrant such opposition. However, if the intended processing qualifies as direct marketing, you have the right to oppose such processing free of charge and without justification.
- 6.6 If you wish to submit a request to exercise one or more of the rights listed above, you can send an e-mail to expert-tool@uhasselt.be. Such request should clearly state which right you wish to exercise and the reasons for it if such is required. It should also be dated, signed and accompanied by a digitally scanned copy of your valid identity card proving your identity.
- 6.7 UHasselt will promptly inform you of having received this request. If the request proves valid, UHasselt shall honour it as soon as reasonably possible and at the latest thirty (30) days after having received the request.
- 6.8 If you have any complaint regarding the processing of your personal data by UHasselt, you may always contact UHasselt via the e-mail address listed in Article 6.6 of this Privacy Notice. If you remain unsatisfied with UHasselt's response, you are free to file a complaint with the competent data protection authority, i.e. the Belgian Privacy Commission. For more information, visit www.privacycommission.be