



Education and Culture DG

Lifelong Learning Programme



## **Policy of Use – iEducate database**

The iEducate database consists of personal and professional contact information of people who receive the iEducate newsletter. Those people have registered at the iEducate website, have requested to receive the iEducate newsletter or their information was provided by the project partners based on their work in this area.

The information collected consists of the following details:

- Title
- First Name
- Last Name
- Organisation
- Position
- Email address
- Website address
- Target group
- Sector.

Not all the data is as comprehensive as above mentioned. The minimum data of a person is their email address.

The data is collected according to the following rules:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights and freedoms of data subjects. The data subject has given his explicit consent to the processing of the personal data. If they wish to withdraw from the newsletter reception, their data will be deleted completely.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- The personal data shall be used for providing information about the iEducate project only. This can be in the form of a newsletter, invitations to iEducate events or the provision of other useful information concerning iEducate.
- After the iEducate project lifetime, the database will be made accessible to the project partners in order to provide information about non-commercial educational content to stakeholders. If the partners would like to use the database for commercial reasons they have to ask permission of the information holder.
- The database will be used in case of a follow-up project based on iEducate.