



## PRIVACY POLICY MOVE ON SOLUTIONS S.L.U. (EMTRAINING) - English

Last update: 21/07/2018

**1. Responsible for the control of your personal data:** Move on Solutions S.L.U. (EMTraining). [+info](#)

### **2. Purposes:**

If you are a **user** of an educational mobility project we process your personal data only to manage your training placement in Seville, and additional services requested by your sending organization.

b. If you are a **landlord**, we process your personal data only to contact you in case we need and to enter into a lease agreement with you.

c. If you are an **employee** we process your personal data only to manage the employment relationship with you.

d. If you are a **candidate**, we process your personal data only to invite you to our own recruitment processes. [+info](#)

**3. Legitimization:** Legitimization by consent of the interested party (you). [+info](#)

### **4. Recipients:**

4.1. If you are a **user** of an educational mobility project, we provide your personal data to your sending organization, candidate host organizations, final host organization and depending on the additional services requested by your sending organisation, to: passenger transport companies, hotels, landlords and monuments and places.

4.2. If you are a **landlord** we provide your personal data to our costumer, your tenant and to our legal advisors.

4.3. If you are an **employee** we provide your personal data to our legal advisors.

4.4. If you are a **candidate**, we do not provide your personal data to third parties. [+info](#)

### **5. Rights:**

You have the right to **access**, **correct**, **restrict**, or **object** to a process, **erase** and apply for the **portability** of your personal data, as well as **claim** for any possible violation of these rights by us to the Spanish Agency for the Protection of Personal Data. [+info](#)

### **6. Protection measures:**

We guarantee the protection of your personal data through the duty of confidentiality of our staff, controlling the recipients of your data and adopting the appropriate technical measures. [+info](#)



## 1. Responsible for the control of your personal data:

The responsible for the control of your personal data is **Move on Solutions S.L.U.** (EMTraining), with VAT number: ESB90081530 and contact address: C / Arquitectura 2, Torre 11, Planta 4ª, Oficina 1. 41015. Seville. (Spain). Contact us at: [privacy@emtraining.es](mailto:privacy@emtraining.es) for any clearance regarding to our privacy policy and/or exercise your rights.

## 2. Purposes:

We process the personal data that you have provided us with different purposes depending on the relationship we have with you:

If you are a **user** of an Erasmus+ educational mobility project, or any other mobility program financed with public funds from the U.E or your country:

**We process your:** name, surname, identity card or passport number, postal address, mobile phone, email, date and place of birth, genre, nationality, training data and professional data,

**only to:**

- Manage your training placement in your host organization.
- Teaching you Spanish.
- Manage your trip.
- Manage your accommodation.
- Manage the leisure/cultural activities that you have requested, and

**We keep** the personal data contained in your: CV, civil liability insurance, placement information document, training agreement, training and language certificate, and passenger lists, **up to 30 natural days** from the end of your stay in Seville.

If you are a **landlord** of a property,

**We process your:** name, surname, NIF/NIE number, postal address, mobile phone, email, date and place of birth, genre, nationality and bank details,

**only to:**

- Contact you if we need to rent your property.
- Celebrate a lease with you.

If we have never signed a lease with you, we keep your contact information and description of your property, in an indeterminate way to contact you if we need to rent your property, with your consent.

If we have entered into a lease with you, we removed the photocopy of your ID and bank receipt, immediately after having registered and verified these data.

**We keep** the personal data contained in your: application form, lease agreement and bank payment receipt, **up to 6 years** from the end of the last lease, as they are commercial documents that Art. 30 of the Commercial Code in Spain, obliges us to keep.

If you are an **employee** of Move on Solutions S.L.U.:

**We process your:** name, surname, NIF/NIE number, postal address, social security number, mobile phone number, email address, date and place of birth, genre, nationality, training data, professional data, and bank details,

**Only to:** Manage the employment relationship with you.



And we remove the photocopy of your DNI/NIE, SS.SS card and bank receipt, as soon as we have verified and registered these data, and

**we keep** your personal data contained in the: work contract, registration of part-time workers, communications of registration and deregistration in the social security, company certificate, medical examination documents and occupational risk prevention training receipt, receipt of information about the treatment of personal data of interested parties, **up to 5 years** from the end of the contract because we are obliged by: Art.21.1. Royal Legislative Decree 5/2000, of August 4, approving the revised text of the Law on Infractions and Sanctions in the Social Order, and

**we keep** your personal information contained in the payroll, bank payment receipt of payroll and settlement document **up to 6 years** from the end of the contract as they are commercial documents that Art. 30 of the Commercial Code in Spain, obliges us to keep.

If you are a **candidate** of a recruitment process developed by Move on Solutions S.L.U.:

**We process your:** name, surname, postal address, mobile phone, email, date of birth, genre, nationality, training data and professional data,

**only to:** contact you to invite you to a recruitment process to work at Move on Solutions S.L.U., and

**we keep** the personal data contained in your CV indefinitely with your consent.

### 3. Legitimization:

Move on Solutions S.L.U. is legitimated to process your personal data because you have freely consented that we process them after having been informed of how we are going to do it.

This consent can be found in the data application form that you have sent us, work contract or in the emails that we have sent you after receiving a document containing personal data from you.

We remind you that you have the right to withdraw your consent at any time, without this implying that we were not entitled to do so until that moment.

### 4. Recipients:

If you are a **user** of an educational mobility project Erasmus+ and any other mobility program financed with public funds from the EU and/or your country, depending on the services that your sending organization has requested us, **we will provide your personal data** contained in the following documents, **to the following recipients**, for the fulfillment of the purposes expressed above:

To your sending organization (School, University, NGO etc...): name, surname, identity card or passport number, profession, professional qualification obtained and Spanish level, contained in: the placement program, training agreement, training and language certificates, final report and invoice.

candidate host organizations: (companies or entities to which your CV is sent to assess whether to accept you as an internship student): name, surname, age, nationality, profession, data and education data contained in: CV,

definitive host organization: name, surname, age, nationality, profession, training data and professional data, contained in your: CV, training agreement and civil liability insurance,

passenger transport companies: name, surname, identity or passport number, date of birth, nationality, date of issue and validity of the identity card or passport, contained in: identity card or passport (document with which you will travel to / from Seville),

hotel establishments: name, surname, identity card or passport number, date of birth, nationality, and date of issuance of the identity card or passport, contained in: identity card or passport,



landlords: name, surname, identity card or passport number, nationality and date of birth, contained in: lease agreement, and

monuments and places: name, surname, nationality, date of birth and student status, contained in: identity card or passport and/ or student card to obtain reduced rates.

If you are a **landlord** of a property, we provide your personal data contained in the following documents, to the following recipients, for the fulfillment of the purposes expressed above:

to our customer and to your tenant: name, surname, address and description of the leased property, contained in the information document that is sent to the tenant before arrival and the report of services for the customer after the lease period, and to

our legal advisor Juan José Carmona Moreno. C / Hernán Cortés, 7. 41950. Castilleja de la Cuesta (Seville), Spain: name, surname, Tax/ ID number, address and bank details contained in: lease agreement and bank receipt of payment.

If you are an **employee** of Move on Solutions S.L.U. we provide your personal data contained in the following documents, to the following recipient, for the fulfillment of the purposes expressed above:

Legal Advisor Juan José Carmona Moreno. C / Hernán Cortés, 7. 41950. Castilleja de la Cuesta (Seville), Spain: name, surname, ID number, nationality, address, date and place of birth, professional category, Social Security affiliation number, and bank account number, contained in your: NIF/NIE, social security affiliation card and bank receipt of payroll.

If you are **candidate** of a recruitment process developed by Move on Solutions S.L.U., we will not provide any personal data of yours to third parties.

## 5. Rights:

You have the right to:

**Access** to your personal data, after the verification of your identity and request copies of documents as long as it does not affect to the privacy of third parties.

**Correct** your personal data requesting the update of them.

**Restrict** the processing of your personal data for the any of the purposes that we have explained you above, in which case we will only conserve them so that you can exercise other rights such as access, for the formulation or defense of any claim or to protect the rights of another natural or legal person.

**Object** to the processing of your personal data when we use them in a public interest mission, in the legitimate welfare, including the elaboration of profiles, when you consider that we are processing them illegally, or when the processing has the purpose of direct marketing.

**Erase** your personal data and/or withdraw your consent for processing them, as long as they are not data that we are obliged to keep due legal obligations.

Receive your personal data in a machine-readable format and send it to another controller (**Data Portability**).

Request that decisions based on automated processing concerning you or significantly affecting you and based on your personal data are made by natural persons, not only by computers. You also have the right to express your point of view and to contest the decision, despite of Move on Solutions S.L.U. never process your data with this purpose.

You can exercise these rights by sending us the corresponding form, available at the following link: <https://www.aepd.es/reglamento/derechos/index.html> to: [privacy@emtraining.es](mailto:privacy@emtraining.es)



If you consider that we have violated any of your rights you can **claim** to the Spanish Agency for the Protection of Personal Data: <https://sedeagpd.gob.es/sede-electronica-web/vistas/formNuevaReclamacion/reclamacion.jsf>

## **6. Protection Measures:**

### **Who can access to your personal data?**

If you are an employee or candidate, the access to your personal data is restricted to the Manager of Move on Solutions S.L.U.

If you are an user of an educational mobility project or landlord, the access to your personal data is opened to the staff of Move on Solutions S.L.U.

We provide your personal data to recipients. (See section 4. "Recipients")

### **How does our staff guarantee the protection of your personal data?**

All our staff has the obligation due labor contract:

To perform the processing of your personal data according to what you have been informed and have consented.

Our staff has the duty of confidentiality and follow the work protocols for the protection of your data.

Our staff is aware of your rights and prepared to assist you to exercise them as soon as possible.

Our staff will notify any possible security breach to the Spanish Agency for Data Protection up to 72h.

### **How do we guarantee the security of your data when we provide them to recipients?**

When we provide your personal data to a recipient, we inform about his/her obligations regarding the GDPR and the duty of confidentiality. When we provide your personal data to a recipient who may process them, we take care of the purpose in which he/she must do so through a contract and we monitor the properly processing done by him/her.