



EMTraining

Privacy Policy

Here we explain how we process your personal data.

Updated: 01/05/2019



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

2. Purposes: we process your personal data only to manage your internship in Seville, and additional services requested by your sending organization. **+info**

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

4. Recipients: we provide your personal data to your sending organization, candidate hosting organizations, final hosting organization and depending on the additional services requested by your sending organisation, to: transport companies, hotels, landlords and monuments and places.

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 4^a, Oficina 1. 41015. Seville. (Spain). For any matter related to your privacy and/or exercise your rights, please, contact us at: privacy@emtraining.es

2. Purposes:

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

Only to:

- manage the hosting organization where you will develop your internship.
- teaching you Spanish.
- manage your trip to Seville.
- 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 programme, training agreement, training and language certificate, and passenger lists, **up to 30 natural days** from the end of your stay in Seville.

3. Legitimization:

Move on Solutions S.L.U. is legitimated to process your personal data **because you have freely consented us** to do it after having been informed.

This consent can be found in the 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.

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:

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 hosting organizations: (companies or entities to which your CV is sent to assess whether to accept you as an intern): name, surname, age, nationality, profession, data and education data contained in: CV,
- Final hosting organization: name, surname, age, nationality, profession, training data and professional data, contained in your: CV, training agreement and civil liability insurance,
- 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),
- Hotels: 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.

5. Rights:

You have the right:

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

To **correct** your personal data by requesting its update.

To **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 for making possible 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.

To **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 area processing them illegally, or when the processing has the purpose of direct marketing.

To **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 appropriate form, available at the following link:

<https://www.aepd.es/reglamento/derechos/index.html> to: 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? Only Move on Solutions S.L.U staff. 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.