



## GENERAL DATA PROTECTION REGULATION POLICY STATEMENT

The General Data Protection Regulation (GDPR) (EU) 2016/679, which came into effect on 25<sup>th</sup> May 2018, (replacing the 1988 Data Protection Act), as it relates to the COOL project and the CLILStore service. Under this regulation, COOL has an obligation to protect all the data it holds legitimately.

GDPR differs from previous data protection legislation in that it gives individuals greater rights over their own data. As we are offering an online authoring and learning tool, it is legitimate that we hold information for the purposes of contact regarding copyright issues and educational activities. That data normally consists of your name and email address. In the case of students/learners, they can opt to register with a user name and e-mail, as only registered users have access to building a presentation portfolio. It is understood that an individual registering online consents to our holding the contact details they provide. All the personal information given to us by authors/learners is processed in accordance with the Data Protection legislation.

### Control of Data

The COOL project coordinator at UPV (Universitat Politècnica de València) is the Data Controller for the consortium.

The Data Control Leads are the project coordinator at UPV and the CLILStore manager at SMO (Sabhal Mòr Ostaig).

The following points outline how we are seeking to comply with this legislation in relation to the data we hold:

- COOL has created a data inventory of all the personal data that we hold.
- The information is stored securely and safely at UPV.
- All user data is hosted on the 123 Reg secure website, which is password encrypted. Data can only be accessed by the UPV project coordinator and the Webmaster (SMO).
- Correspondence relating to COOL administration is held on the password protected CLILStore computer at the Headquarters at SMO. Email accounts are also password encrypted, and the office cabinet is locked at all times when not in use.

Information about authors and learners on our website are only used with consent from individuals concerned.

### Use of Personal Information

Personal information will only be used for the normal business of the COOL project and no other, without prior consent. This information will be used for the following purposes:

- To enable you to register at get access as an author in CLILStore.
- To enable COOL to contact you, by email, on Copyright-related matters.



- To enable you to make full use of the CLILStore services.

### **Third Party Information**

No information will be shared with any other body unless at the behest of the user concerned.

In all cases, only the minimum necessary amount of data will be retained.

The information COOL holds will be accurate.

The information is kept up-to-date and outdated information deleted.

Information on former users will not be retained.

### **Users Information Rights**

All users have the right:

- To be informed about the collection, storage and use of their data.
- To request access to their personal data from a Data Controller and receive their response within a month.
- To request that inaccurate or incomplete personal data be corrected and to receive their response within a month.
- To request the removal of their personal data within one month.

### **Breach notification**

In the event of a data breach, COOL will notify you without undue delay after we have been made aware of the data breach and ascertained what personal data has been affected.

The COOL project coordinator at UPV is continually identifying and addressing emerging privacy and security risks and updating this policy statement accordingly.