

## **Data Protection Declaration for the Skillstools System**

### **1. Introduction**

In the Skillstools<sup>1</sup> system, we store your personal data as you register them. This Data Protection Declaration gives more information about how we process your personal data in accordance with Norwegian personal data legislation, including GDPR<sup>2</sup> regulations).

You are defined as the User, whereas NTI-MMM and EUROMASC are sharing the responsible ownership of the Skillstools system. In the following text you will find information about data protection. You will also find contact information if you have any questions or wish to view the information we hold on you.

Should the Skillstools system in special situations contain links to sites of other providers and integrated services, they are covered by the respective organisations' own Privacy Policy statements under the European GDPR regulations.

### **2. Who is responsible for handling your personal data?**

NTI-MMM, 79 Nordstrand, Oslo, Norway

Contact information for the Data Protection Officer: [privacy.officer\(at\)skillstools.eu](mailto:privacy.officer(at)skillstools.eu)

### **3. Use and disclosure of personal data**

The purpose of storing personal data is related to assessment of qualifications, vocational skills and core work skills to create a personal CV (e.g., RefuPass and/or Europass documents) showing individual skills profiles. Upon request of the individual User, data may be available to third parties like guidance services and training providers. The data will not be sold or distributed to other parties for other purposes.

Personal data is stored only in those cases where you as the User provide it, for example, when registering in Skillsbank or SkillsCourses, using a self-assessment module, participating in training or ordering information material. A state-of-the-art encryption tool (Secure Sockets Layer, SSL) is used when transmitting personal data.

All data is stored within the European Economic Area (France and Sweden). We take all steps necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Data will be stored as long as the individual User profile is active in the system.

### **4. Your right to information**

Based on the Norwegian Personal Data Legislation and GDPR, you may contact us at no cost if you have questions relating to the registration, processing or use of your personal information. You may at any time correct or delete your personal data and on request have your whole profile deleted.

### **5. Cookies/Information capsules**

We use cookies for temporarily storing of information for the communication between the user and the system. Cookies recognise repeated use of our website by the same user/internet connection subscriber and are small text files that your internet browser downloads and stores on your computer or communication device. Their function is to improve the communication between you as user and our website and services. In most cases these are so-called "session cookies" to be deleted when you end the session and leave our website.

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<sup>1</sup> The Skillstools system includes among others the Skillsbank, the Skillstube and the learning platform SkillsCourses.eu

<sup>2</sup> GDPR- compliant (GDPR: [EU General Data Protection Regulation](#))