

## INFORMATION ON PERSONAL DATA PROTECTION (GDPR ARTICLES 13 & 14)

### LANGUAGE CENTRE PROCESSING ACTIVITY

#### BASIC INFORMATION ON DATA PROTECTION

RESPONSIBLE FOR PROCESSING	UNIVERSITY OF CANTABRIA MANAGER
PURPOSE OF PROCESSING	Academic, administrative and economic management of the activities carried out by the Language Centre and management of accommodation for foreign students. Quality surveys for the institutional quality surveys service.
LEGITIMIZATION	GDPR article 6.1(a) Consent of those affected for the processing and for assignments undertaken through enrolment or signing of documents.
RECIPIENTS OF ASSIGNMENTS OR TRANSFERS	Foreign universities. Foreign students. Host families for foreign students. Travel agencies providing services. Cambridge Local Secretary. Collaborating Banks. Insurance Companies (collective accident insurance). International transfers (outside the European Union) are anticipated.
RIGHTS OF INTERESTED PARTIES	The right to access, rectify and delete data, as well as other rights, as explained in the additional information.
ORIGIN OF DATA	The interested party or their legal representative, other private or public organizations. Data originating from other files at the University of Cantabria.

You can see additional information on processing at the following website:

[https://web.unican.es/consejo-direccion/gerencia/RGDP/rgpd\\_info\\_centro-idiomasyEN.pdf](https://web.unican.es/consejo-direccion/gerencia/RGDP/rgpd_info_centro-idiomasyEN.pdf)

#### CONSENT

The enrolment and participation in courses, activities and examinations at the University of Cantabria Language Centre entails processing the data provided and those generated in relation to this Service and in general to the University of Cantabria, as well as assignments, international transfers where appropriate and purposes that are laid out in more detail in the **Additional Information** on Personal Data Protection provided.

Once you have read the afore-mentioned Additional Information, participation and enrolment with your signature or online confirmation, or signing on receipt of this document means that **you are giving your consent to the processing and assignments laid out within it.**

*Date and Signature*

## LANGUAGE CENTRE PROCESSING ACTIVITY

### ADDITIONAL INFORMATION ABOUT DATA PROTECTION

Please note that this is an information document for all the processing that is conducted in the Language Centre of this University, which includes data processing for the management of courses, participation in exams organized by the Centre. Thus, in the following sections you should consult the information that is applicable to your specific case.

#### Who is responsible for processing your data?

Identity:	Manager of University of Cantabria
Address:	Universidad de Cantabria. Gerencia. Pabellón de Gobierno. Avda. de los Castros nº 54. 39005 Santander (Cantabria).
Telephone:	+ 34 942 201 500.
Email:	<a href="mailto:seguridaddelainformacion@unican.es">seguridaddelainformacion@unican.es</a>
Delegate for Data Protection:	Gema Bilbao Prieto
Delegate Contact Details:	dpd@unican.es

#### For what purpose do we process your personal data?

- **Students on courses and for exams**

We process the data provided by students to carry out academic, administrative and economic management of the activities undertaken by the Language Centre, such as Spanish Courses for Foreigners, Foreign Language Courses, Book Clubs, or registration in Cambridge exams or other exams organized by the Centre, on occasion in collaboration with other institutions. In the case of foreign students, data processing is carried out additionally for the management of accommodation if these students have applied for it.

- **Host Families**

We also process data provided by families who will host overseas students, with the aim of organizing and assigning those students to homes that are more suitable for them.

Both sets of processing (student data and family data) are understood to be under agreement when application for registration on the courses is carried out or when the corresponding model for data collection from the families is signed.

#### **Deadlines or criteria for storage of data:**

Your data will be kept permanently since they are necessary to be able to prove at all times the activities carried out by you in the Language Centre at the University of Cantabria. You may request the data to be deleted, but in this case the University will not be able to certify said activities in the future.

#### **Automated decisions, profiles and applied logic:**

Your data will not be used for automated decisions or for the elaboration of profiles.

#### **What is the legitimization for processing your data?**

- **Students of foreign language courses with individual inscriptions and other activities such as book clubs**

Processing of the data provided, and data which may be generated in the future in relation with this Language Centre, is carried out under your consent, which you provide when applying for registration for the language courses offered by this Centre or the activities that you carry out.

- **Students of foreign language courses in organized groups (tailor-made courses)**

You are informed that registration for the course is carried out using the data transferred by your Institution or entity of origin at the University of Cantabria. The University of Cantabria asks the entity of origin to collect and transfer data with your prior consent.

These data have been incorporated in the processing activity indicated in the present document, and are essential for correctly providing the requested services (participation in language courses). Other data generated with your relationship with this Language Centre will also be included.

By signing this document you consent to your data being processed by the Language Centre.

- **Foreign students in organised groups**

You are informed that registration on the course is carried out using the data transferred by your University or Institution of origin at the University of Cantabria. The University of Cantabria asks the entity of origin to collect and transfer such data with your prior consent. This consent expressly includes the assignment of your data to host families.

These data have been incorporated in the processing activity indicated in the present document, and are essential for correctly providing the requested services (participation in language courses). Other data generated during your relationship with this Language Centre will also be incorporated

By signing this document you consent to your data being processed by the Language Centre.

- **Foreign students with individual inscriptions, linked to exchange programmes as well as any other type of individual inscriptions**

Processing of the data provided, and data which may be generated in the future in relation to this Language Centre, is carried out under your consent, which you provide when filling in the registration papers for the language courses offered by this Centre

- **Host families**

Processing of the data contained on the form relating to families who wish to host foreign students is carried out as long as such data are provided freely by those families. Therefore, it is carried out under their consent.

- **Students enrolled on Cambridge exams and others that can be organised in the Language Centre**

Processing of the data provided for payment of registration is carried out under your consent and the data are those you provided when applying for registration on specified examinations, organised by the Cambridge Local Secretary.

For other language exams or tests (including Spanish) processing is equally carried out under your consent, which you provided when applying for registration on the specified exams, organized by this Language Centre, through your own initiative or in accordance with collaboration agreements with other institutions. Processing, on occasions and in turn, may involve the subsequent assignment of data by the University of Cantabria to the institution with which it collaborates, (exam results for example) by virtue of what the collaboration agreement stipulates.

The purpose of processing is to manage the indicated organization.

### **To which recipients will your data be communicated?**

- **Data assignments of students on foreign language courses with individual inscriptions, students on foreign language courses in organized groups (tailor-made courses) and participants in activities such as book clubs**
  - There are no assignments to third parties unrelated to the University of Cantabria
- **Data assignments of foreign students enrolled in organized groups or individual inscriptions, linked to exchange programs as well as other types of individual inscriptions**
  - Data of foreign students who are doing Spanish courses offered by the Language Centre will be transferred to candidate host families when they have thus requested it individually or from their University or Institution of origin. Data relating to health questions may be assigned (for example specific food requirements, special care). These data are indicated in their application forms and are given by the students themselves to provide suitable accommodation conditions.
  - These data will also be communicated to entities that provide additional services, such as for excursions or accommodation in hotels and in said cases only the strictly necessary data will be assigned to travel agencies or hotels for the management of such excursions and/or accommodation.
  - The information contained in the evaluation survey on accommodation that students provide can be known by the host families in question.
- **Data assignments of Host Families**
  - Data of the candidate host families of foreign students will be assigned to the aforesaid students.
- **Data assignments of students enrolled in Cambridge Exams and other exams**
  - The data of those enrolled in the University of Cambridge exams will be assigned to the Local Secretary of that organization in order to further prepare the registration form that you have filled in. Their consent is considered to have been provided when completing registration.

- Data relating to those enrolled in other exams may be assigned as indicated above.

Likewise, data which are strictly necessary will be assigned to the insurance company for the management of a collective accident insurance.

**Person responsible for processing:**

None

**What are the rights regarding data processing?**

1) You have the right to:

- Request access to the personal data we process about you.
- Request a correction or deletion
- Request limitation of your processing.
- Oppose processing
- Portability of your data.

These rights may be applied before the person in charge of processing. You can consult Cantabria University regulations regarding exercising these rights and the way in which you can apply them at the following website:

<https://web.unican.es/consejo-direccion/gerencia/rgpd/derechos-de-los-interesados>

You can also obtain information at the following email address:

[seguridaddelainformación@unican.es](mailto:seguridaddelainformación@unican.es)

We would inform you that if you file a request to exercise these rights and consider that you have not been correctly attended by our institution, prior to filing a complaint with the Spanish Agency of Data Protection, you can contact Cantabria University's Data Protection Delegate.

Likewise, you can file a complaint with the Spanish Agency of Data Protection in accordance with the procedure laid out in the following website:

<https://sedeagpd.gob.es/sede-electronica-web/vistas/formReclamacionDerechos/reclamacionDerechos.jsf>

2) You have the right to withdraw given consent

You may exercise your right to withdraw the consent you have given to the processing of personal data by means of the procedures you will find at the following address:

<https://web.unican.es/consejo-direccion/gerencia/rgpd/derechos-de-los-interesados>

However, you should bear in mind that:

- a) Withdrawal of consent with regard to the UC Language Centre means that you will no longer be able to use these services and we will not be able to certify the activities you have completed with course certificates or Diplomas.
- b) Likewise, the University of Cantabria will block data when it considers this may be necessary for future administrative or legal procedures during the time these may arise.

### How have we obtained your data?

The personal data being processed are those that you have provided us with. They may have been provided, as explained above, by your University, Institution or entity of origin.

The categories of the data we process are:

- a) Identification Data: identity card, passport or residence card; surname and first name; address; phone number; email address and image.
- b) Specially protected data:
  - Health or behavioural data: Allergies; food related; specific care. etc.
- c) Other types of data
  - Personal characteristics: Sex, date and place of birth, mother tongue, level of knowledge in a language.
  - Social and family circumstances: Living preferences, members of the family unit and relationship, pets. Various data.
  - Academic and professional data. Profession, studies, relationship with the University of Cantabria.