

# General terms of use, legal notices, and privacy

## 1) Legal notices

No One Behind! is a project co-funded by the Erasmus+ Programme of the European Union, which aims to contribute to the social and professional integration of vulnerable people in a world going through an unprecedented digital and environmental transition, providing them with basic digital and environmental skills through the associations welcoming and training them.

No One Behind!

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Editing of the website [noonebehind.eu](https://noonebehind.eu) and the e-learning platform is provided by INFOREF (nonprofit organisation). Its contact details are:

INFOREF

Mont-Saint-Martin 45

4000 Liège, Belgium

Tel: +32 4 221 04 65

Fax: +32 4 237 09 97

[info@inforef.be](mailto:info@inforef.be)

Registration number: 0433491614



Visiting the website and the platform of No One Behind!, the visitor agrees, without reservation, the following terms of use.

## 2) Access to services and disclaimer

The website provides users with free access to the following services:

- Information about the project, the consortium, the team
- News
- An E-learning platform
- The possibility to contact the consortium by e-mail
- The possibility to subscribe to a newsletter

The website is accessible for free to all users with access to the Internet. All costs supported by the user to access this service (hardware, software, Internet connection, etc.) are their own.

INFOREF or the No One Behind! consortium cannot be held responsible for interruptions of services or other technical problems.

The No One Behind! consortium and INFOREF reserve the right to edit information, including about its products and services, without prior notice.

The No One Behind! consortium and INFOREF are careful in the creation and updates of this website. However, The No One Behind! consortium and INFOREF cannot be held responsible if information contained on it turned out to be inaccurate or incomplete.

The No One Behind! consortium and INFOREF cannot be held responsible for the use that could be made of the content of this websites and the possible damage resulting from this use.

The No One Behind! consortium and INFOREF are not responsible for the information contained on third party websites accessible through links on the website of No One Behind! and on which they have no control.

## 3) Copyright

The websites developed with the support of European funds (Erasmus+) belong to the consortiums that produced them and are made available free of charge to all under Creative Commons NC and can therefore be disseminated except for commercial purposes.

## 4) Cookies

The No One Behind!'s e-learning section uses cookies to improve the user experience (concretely, to record its language and its progress throughout the learning process).

The host of the No One Behind! website uses cookies to manage its hosting service. These cookies are only used for technical routing and do not record any personal data.

This website may also use cookies to collect visit statistics through Google Analytics.

We do not use permanent cookies and do not record any data about users.

You can delete the cookies recorded via noonebehind.eu at any time, without impeding your browsing.

Visit this link for [more information about managing cookies](#).

## 5) Personal data protection: privacy statement

This statement is submitted to you following the adoption by European authorities of the General Data Protection Regulation of the 27th of April 2016 on the protection of private individuals regarding the processing of personal data and the free movement of said data (here-after called GDPR).

Personal data protection and confidentiality are a key mission for the No One Behind! consortium and INFOREF.

In order to guarantee full transparency of how the No One Behind! consortium and INFOREF process your data, you will find here-below all relevant information regarding your data processing.

### *What are personal data?*

The notion of “personal data” includes all information related to an identified or identifiable natural person such as your name, your national registration number, your location data, your IP address, your contact details, personal features, health data, as well as all documents that identify you.

By “processing”, we mean all operation applied to your personal data, from their collection to their elimination.

### *What data will be collected?*

- Name and surname
- Email address
- Country
- Organisation
- Occupation
- Progress in e-learning

### *Who will process your data and to what purpose?*

Personal data you communicate are processed by the No One Behind! consortium and INFOREF for the following reasons:

- creation of member space (The course allows user to keep track of its progress in the “My training journey” dedicated section in the e-learning course and to get a certificate upon the completion of the modules.)

- statistic researches
- verification by the European agency

### *Will your data be shared with other organisations?*

Data can be transferred to the European Agency AEF-Europe and to European consortiums. This data will always be anonymised. In no case will they be sold or used for commercial purposes.

### *How long will your data be conserved?*

Your personal data will be kept for a duration necessary to the achievement of the objectives of their processing.

Beyond that period, your data will be kept for a variable duration depending on the type of processing, as described in our processing activities register.

### *What rights do you have regarding the processing of your personal data?*

The GDPR recognises a series of rights to the people whose data are processed.

Your rights related to the processing by the No One Behind! consortium and INFOREF of your data are the following:

- Right of information (= right to be notified when personal data about you are collected)
- Right of access (= right to ask whether data about you are collected and to obtain such data)
- Right to rectification (= right to ask your data to be rectified or completed)
- Right to erasure (= right to require that your data be erased as soon as possible)
- Right to processing limitation;
- Right to data transferability (= right to receive data in a structured, commonly used format, legible by a machine)
- Right to contest (= right to contest private data processing)
- Right to contest any automated decision-making
- Right to be notified of a personal data breach (= the data controller is under obligation to notify the person concerned by data breaches)

These rights can be applied, free of charge, sending a dated and signed request with a copy of your ID card to the person responsible for data processing at the address: [securite.donnees@inforef.be](mailto:securite.donnees@inforef.be).

If the conditions for right exertion, decreed by the GDPR, are met, the No One Behind! consortium and INFOREF will grant your request and proceed to the necessary operations.

### *What about future processing for which you will not have been informed?*

If the No One Behind! consortium and INFOREF plan to process personal data for a purpose that is not foreseen in the privacy statement, we will contact you using the e-mail address you have communicated to us in order to inform you about this processing and its purpose, considering that you are entitled to refuse this processing.

### *Do you have right of litigation about your data processing by the No One Behind! consortium and INFOREF?*

If you think your privacy is not respected, please send a letter or e-mail to our GRPD contact person ([securite.donnees@inforef.be](mailto:securite.donnees@inforef.be)). We will do everything we can to find and correct the problem.

If however you wish to lodge a complaint, you can contact the Data Protection Authority (former Privacy Commission).

### *Can consent be withdrawn?*

You have the right to oppose the processing of your personal data for the purposes described above.

At any time, you can express your wish by sending an e-mail, with a copy of your ID card, to the address: [securite.donnees@inforef.be](mailto:securite.donnees@inforef.be).