

## NOTICE - PROTECTION OF PERSONAL DATA IN THE CONTEXT OF WORKSHOPS

We place great importance on the protection of your personal data. This notice aims to inform you about how the Luxembourg Red Cross, in its capacity as the data controller, processes your personal data and the rights to which you are entitled.

### LEGAL BASES FOR PROCESSING AND PURPOSES

We process your personal data within the framework of managing training programs provided by **the LSKO service of the Luxembourg Red Cross**, specifically for:

| Purposes   | Legal Bases  |
|--|--|
| - Organization and delivery of training programs<br>- Issuance of a certificate of participation | <b>Consent</b>   |
| - Development of anonymous statistics  | <b>Legitimate interest of the Luxembourg Red Cross</b> |

### WHAT TYPES OF DATA DO WE COLLECT?

In accordance with the law, the LSKO service only collects data necessary to fulfill the above-mentioned purposes. The collected data primarily includes:

- Identification data (full name, registration number, date of birth, age, gender, nationality, language);
- Contact details (email address, postal address, phone number);
- Email address and phone number of your social worker;
- Status as a beneficiary of international and temporary protection, including the date of status approval;
- Information on any pending family reunification request for beneficiaries of international protection (applicable only to the **"Family United" workshop**);
- Registration in the Biegerpakt program;
- Possession of a Luxtrust certificate;
- Name of your shelter, structure, or social office.

### HOW LONG DO WE RETAIN YOUR DATA?

| Type of data                        | Retention Period                           |
|-------------------------------------|--|
| Data related to training management | Up to 2 years from the end of the training |

### WHO DO WE SHARE YOUR DATA WITH?

Your data is treated with the utmost confidentiality and is only shared with third parties when necessary and in compliance with the law, particularly within the framework of the "LevelUp!" training program. These third parties may include the Ministry of Family Affairs, Solidarity, Living Together and Reception of Refugees as part of their public service responsibilities, as well as service providers, particularly in cases of IT subcontracting. In such instances, we ensure that your data is stored and processed within the European Union.

Your data will not be shared with third parties for training programs other than "LevelUp!".

## WHAT ARE YOUR RIGHTS?

In accordance with the law, you have the following rights:

- **Right to information:** We hope this notice addresses your questions.
- **Right of access:** You have the right to access your data.
- **Right to rectification:** You may correct any inaccurate or outdated data.
- **Right to lodge a complaint:** If you believe that your data is not being processed lawfully, you may file a complaint with the National Commission for Data Protection (CNPD).

Additionally, under certain conditions prescribed by law, you may also exercise the following rights:

- **Right to erasure:** You can request the deletion of your data.
- **Right to restriction of processing:** You can request a limitation on how your data is processed.
- **Right to object:** You may object to the processing of your data for legitimate reasons.
- **Right to data portability:** You can request to receive your personal data in a machine-readable format, provided it is technically feasible.

For any questions or to exercise your rights, you may contact the Data Protection Officer of the Luxembourg Red Cross via email at [rgpd@croix-rouge.lu](mailto:rgpd@croix-rouge.lu) or by mail at:

### LUXEMBOURG RED CROSS

Data Protection  
44, boulevard Joseph II  
BP 404 L-2014 Luxembourg

To ensure compliance with applicable regulations, we commit to updating this information notice whenever necessary.