

Privacy regulations for eBROK® course

Personal data and study progress and results

NFU collects personal data from course participants who register for the eBROK® course. This step is necessary to be able to identify the individual participants and ensure that the right person receives a certificate upon successful completion of the course. NFU will use the personal data it collects from course participants exclusively in the context of conducting, providing and monitoring the course.

In addition, NFU records the participants' study progress and results and feedback. Authorised people in the participants' institution have access to the personal data, study progress and results, and course activities of participants from their institution.

Data referring to study progress and results, course activities and feedback are fed into learning analytics and used for the continued improvement of the eBROK® course.

All data are well protected and secure and only accessible to suitably authorised persons.

Use of cookies

For the eBROK® course, Moodle is used, an open source software for electronic learning environments. The use of cookies by Moodle is documented in the terms and conditions that can be consulted on <https://moodle.com/cookies-policy/>.

Provision to third parties

NFU can transmit the data of course participants to partners involved in conducting the eBROK® course and the associated certification. This is done solely with the intention to conduct, provide and monitor the course, to support the continued improvement of the eBROK® course, and for the purposes of certification and its documentation.

Storage deadline for data

The data are stored for as long as the course participants are registered for the eBROK® course and for half a year after the enrolment has expired or been terminated, unless there is a legal requirement for a longer period of storage.

Correcting or deleting personal data

Course participants always have the right to review their data, as well as to withdraw, revise or restrict their consent to its processing. The participants can revise their own personal information in the course environment.

If the course participant wishes to delete personal data or withdraw or restrict the consent to its processing, this step can have consequences for the possibility to participate in the course.

Complaints

Involved parties can submit a complaint to NFU and/or the relevant data protection officer. The director of NFU is responsible for the management and processing of personal data. See the [contact page](#) for contact details.

Revisions

NFU reserves the right to revise the privacy regulations. By consulting the privacy regulations on a regular basis, you will remain aware of these changes.

