**PROCESSING ACTIVITY “ORWELL PROJECT”**

**ADDITIONAL INFORMATION ON DATA PROTECTION**

**Who is responsible for the processing of your data?**

Identity Manager of the University of Cantabria.

Postal Adress: Universidad de Cantabria. Gerencia. Pabellón de Gobierno.

Avda. de los Castros nº 54. 39005 Santander (Cantabria).

Telephone: + 34 942 201 500.

E-mail: [seguridaddelainformacion@unican.es](mailto:seguridaddelainformacion@unican.es)

Data Protection Delegate: Gema Bilbao Prieto

Contact of the Delegate: [dpd@unican.es](mailto:dpd@unican.es)

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

The overall aim of ORWELL is to support digital writing skills in higher education. Within the project, three specific objectives are identified:

* To support higher education teachers in improving student writing skills by using technologies across disciplines.
* To support higher education students' writing skills in digital spaces.
* To support collaborative writing practices.

**Data retention periods or criteria:**

Your data will be retained for a period of 5 years from the end of the project.

**Automated decisions, profiling and applied logic:**

Your data will not be used for automated decisions or profiling.

**What is the legal basis for processing your data?**

The legal basis for the processing of your data is the consent you give by taking a clearly affirmative action when filling in the application form.

**To which recipients will your data be disclosed?**

No transfer of personal data is envisaged.

**Data processors:**

Who may have access to the data as data processor:

* The company in charge of the management of the virtual training platform: WIDE Services.

The University of Cantabria has signed with the data processor the corresponding contract or legal act establishing the necessary conditions and guarantees to be carried out in accordance with the provisions of Article 28 of the GDPR.

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

1) You have the right to:

* Request access to the personal data we process about you.
* Request its rectification or erasure.
* Request the restriction of their processing.
* Object to their processing.
* Request the portability of your personal data.

These rights may be exercised with the data controller indicated above.

You can consult the UC regulations on the exercise of these rights and the way in which you can exercise them at the following address:

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

You can also obtain information from the following e-mail address:

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

2) You have the right to withdraw your consent. You may exercise your right to withdraw your consent to the processing of personal data by following the link below:

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

We inform you that if you submit a request for the exercise of these rights and you consider that it has not been adequately dealt with by our institution, you may, prior to filing a complaint with the Spanish Data Protection Agency, contact the Data Protection Delegate of the University of Cantabria.

You may also file a complaint with the AEPD in accordance with the procedure set out at the following address:

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

**How did we obtain your data?**

The personal data processed are those that you have provided us with through the form.

The categories of data we process are:

1. Identifying data: Surname and first name, e-mail address.
2. Personal characteristics: sex, gender and age.
3. Academic and professional data: student, teacher.
4. Institution of origin: university or educational centre.
5. Data on the use of the platform.
6. Data on the educational tasks carried out and/or delivered on the platform.

**Final reminder for teachers:**

We remind you that the personal data contained in the Moodle portal is confidential and may not be used or disclosed for any other purpose. Any action in this regard may lead to liability in accordance with current legislation.