



## IMPORTANT INFORMATION ON THE PROTECTION OF PERSONAL DATA FOR SUPPLIERS AND USERS

### Preamble

The following information is communicated to you so that you are aware of the commitments of the Jean Moulin University (hereafter referred to as “the university”) in matters of personal data protection.

Whether you are a student, a staff member, an external organisation, a supplier or a simple visitor, Jean Moulin University is attentive to the protection of your data.

This information is provided to inform you of your rights and how these can be exercised. It also informs you on the uses we make of your personal data.

The university is a public scientific, cultural and professional institution (EPSCP). It is responsible for data processing as this is defined in regulations applicable to personal data protection. The personal data transmitted by users, subscribers to the various newsletters and visitors to our website (<http://www.univ-lyon3.fr>) are concerned.

Consequently, it complies with the rules laid down by the French law 78-18 of 6 January 1978 in relation to information technology, files and individual freedom (*loi Informatique, fichiers et libertés*) in its consolidated version (hereinafter, the "**Data Protection Law**") and Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 (General Data Protection Regulation or "**GDPR**") on the protection of individuals in relation to the processing of personal data and the free movement of such data .

This notably implies providing you with these items of information.

This briefing provides you with information on the purposes, legal framework, interests, recipients or recipient categories with whom your personal data is shared, and the possibility of data being transferred to a third country within partner institutions.

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## 1 - Who are we?

### 1.1 Identity of the Data Controller

The following information is communicated to you to make sure that you are aware of our commitments in matters of personal data protection.

Jean Moulin University acts as the data controller for the processing of personal data referred to in this document. The address of its headquarters is 1C Avenue des Frères Lumière-CS 78242, 69372 Lyon cedex 08.

The data controller, according to the meaning assigned in the European Data Protection Regulation, undertakes to protect personal data and ensure that they kept confidential.

Personal data processed onsite are recorded in the register of processing activities held by the university.

## 1.2 Data Protection Officer

The university has appointed a personal data protection officer whose contact details are as follows

Email address: [dpd@univ-lyon3.fr](mailto:dpd@univ-lyon3.fr)

Postal address: **Data Protection Officer** 1C Avenue des Frères Lumière-CS 78242, 69372 Lyon cedex 08.

## 2 - Conditions for Data Collection

The website <https://www.univ-lyon3.fr> (hereafter: the website), which allows the university to collect your data, is developed and administered by the Digital Department and the Communication Department.

In the context of their activities, the university's departments are called upon to implement processing operations by collecting your data from, notably, the following sources:

- The form to be filled in to subscribe for the newsletters offered by the university.
- The contact form to be filled in to request information.
- The form to be filled in when submitting unsolicited applications or applications following an offer of a job, internship or opportunity to participate in a work experience scheme.
- The cookies deposited on your device when you are browsing the website
- The form to be filled in when registering for training.

The data collected are only used to manage applications, to follow up on requests for information or to send information to newsletter subscribers.

In this context, the university undertakes to ensure that the information entered on the website or sent by e-mail will not be used for any other purposes.

## 3 - Personal Data Processed by Us

The university may collect and process some or all of the following personal data:

- Surname and forename,
- E-mail address,
- Telephone number,
- Data relating to your professional life (CV, letter of motivation),
- Personal data possibly contained in a message requesting information,
- Connection data,
- Banking information when registering for a training course, a conference or in connection with the supply of goods and services.

The university will ensure that it complies with the principle of minimisation and thus collect and process only the personal data required for the purpose(s) for which they are processed.

## **4 - Legal bases and Purposes of our Data Processing**

### **4.1 Legal Bases**

The university collects and processes your personal data for various reasons/purposes that are legitimately determined in connection with its missions:

In accordance with the provisions of article L. 123-2 of the French Education Code, Jean Moulin University ensures in particular the public service missions of teaching and research. In this respect, the management and monitoring of students' progress through the system, along with requests from individuals relating to the exercise of their rights, are based on a legal obligation.

The processing is based on the university's legitimate interest in responding to contact forms via the website, or sending information, newsletters or invitations to events. It also carries out communication operations with its public and private, local or institutional partners with the aim of informing them on its activities.

### **4.2 Purposes of our Data Processing**

The processing carried out by us is implemented for the following purposes and on the following grounds:

- service improvement
- data archiving
- auditing and oversight
- satisfaction surveys
- financial management
- communication operations
- emailing
- sending newsletters
- relations with partners
- relations with government authorities

## **5 - Recipients of Your Data**

In the context of the processing of your data, the university may transmit or give access to your data to various recipient categories:

- University staff: personal data is transmitted for the purposes indicated in point 4 of this policy document. All university staff are subject to an obligation of professional discretion.
- Support service providers (technical and logistical) so that they can correctly provide their services.



The university undertakes not to pass on personal data to unauthorised third parties. However, the university may be required to communicate personal data to comply with a legal obligation, at the request of a government or judicial authority or in relation to a legally protected interest, such as the defence of its rights.

For further information, please contact: [dpd@univ-lyon3.fr](mailto:dpd@univ-lyon3.fr)

## 6 - Data Retention Periods

Personal data are kept for the period necessary to achieve the purposes for which they were collected and for the period provided for by law.

In this respect, the university complies with the provisions of the instruction DAF DPACI/RES/2005/003 of 22 February 2005 on the sorting and storage of archives received and produced by the services and institutions contributing to national education".

The retention periods applied are proportionate to the purposes for which the data were collected.

## 7 - Security

It is the university's responsibility to define and implement the technical, physical or logical data protection measures it considers appropriate to combat the accidental or unlawful destruction, loss, alteration or unauthorised disclosure of data.

In the event of subcontracting of all or part of personal data processing, the university undertakes to contractually impose security guarantees on its subcontractors by means of technical measures for the protection of such data and the appropriate human resources.

## 8 – Your Recognised Rights

### 8.1 How to exercise your rights

You may exercise your rights electronically at the following address: [dpd@univ-lyon3.fr](mailto:dpd@univ-lyon3.fr), providing proof of your identity.

To do so, you must clearly indicate your surname(s) and first name(s), and explain in detail the elements concerned by your request to exercise your rights. The form should be sent by post to Université Jean Moulin - DPD - 1C Avenue des Frères Lumière-CS 78242, 69372 Lyon cedex 08. In principle, you may exercise all your rights free of charge. However, as regards the right of access, you may be asked to pay a reasonable fee based on administrative costs for any copy of requested data.

With regard to the right to be informed, the university will not be required follow up your request if you already have the information you are requesting.

The University wishes to inform you that failure to provide or modify your data may have consequences when certain requests are processed in the context of the contractual relations and that your request to exercise your rights will be retained for follow-up purposes. All the rights from which you benefit are given in detail below.

## 8.2 Your right to be informed

You acknowledge that this information briefing informs you of the purposes, legal framework, interests, recipients or recipient categories with whom your personal data is shared, and the possibility of a transfer of data to a third country or a foreign authority. In addition to this information and in order to ensure fair and transparent processing of your data, you declare that you have received additional information concerning:

- the period of retention of your personal data,
- the existence of recognised rights from which you benefit and how they can be exercised.

If we decide to process data for purposes other than those stated, you will be given full information on the new purposes.

## 8.3 Your right to access and correct your data

You have the right to access and correct your personal data.

You can exercise this right by contacting the university at the following e-mail address: [dpd@univ-lyon3.fr](mailto:dpd@univ-lyon3.fr)

In this respect, you have a right to access your data and information concerning:

- the purposes of the processing,
- the categories of personal data concerned,
- the recipients or recipient categories to whom the personal data has been or will be disclosed,
- where possible, the intended period of retention of personal data or, where this is not possible, the criteria used to determine this period,
- the existence of the right to ask the data controller to rectify or erase your personal data, the right to request a limit on the processing of your personal data, the right to object to this processing,
- the right to lodge a complaint with the CNIL (French Data Protection Authority)
- information on the source of the data when it is not collected directly from the data subject,
- the existence of automated decision-making, including profiling, and in the latter case, relevant information about the underlying logic, as well as the significance and expected consequences of such processing for the data subjects.

You can ask us to correct or complete your personal data if it is inaccurate, incomplete, ambiguous or out of date.



## 8.4 Your right to delete your data

You may request the deletion of your personal data for any of the following reasons:

- the personal data are no longer necessary for the purposes for which they were collected or otherwise processed,
- you withdraw the consent previously given,
- you object to the processing of your personal data where there are no legal grounds for such processing,
- the processing of personal data does not comply with the provisions of the applicable laws and regulations,
- your personal data has been collected in the context of services offered by the information company to children under the age of 16.

However, the exercise of this right will not be possible when the retention of your personal data is required by law or regulations.

## 8.5 Your right to limit data processing

You may request the processing of your personal data to be limited in the cases provided for by laws and regulations.

## 8.6 Your right to object to data processing

You have the right to object to the processing of your personal data when the processing is based on the legitimate interest of the data controller.

This right cannot be invoked when the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

## 8.7 Your right to data portability

You will have the right to the portability of your personal data. The data on which this right can be exercised are:

- only your personal data, which excludes anonymised data or data that does not concern you,
- personal declarative data and personal operational data to which reference is made above,
- personal data that do not infringe the rights and freedoms of third parties, such as those protected by business secrecy.

This right is limited to processing based on consent or a contract and to personal data that you have personally generated. This right does not include derived or inferred data, which are personal data created by the university.



## 8.8 Your right to withdraw your consent

When the data processing operations we carry out are based on your consent, you may withdraw it at any time. We will then stop processing your personal data without this affecting the previous operations to which you have consented.

## 8.9 Your right to appeal

You have the right to lodge a complaint with the French personal data protection authority, the CNIL (Commission Nationale de l'Informatique et des Libertés) on French territory, without prejudice to any other administrative or jurisdictional recourse, to the following address

Commission Nationale de l'Informatique et des Libertés.  
3 Place de Fontenoy  
TSA 80715  
75334 PARIS Cedex 07

## 8.10 Your right to define post-mortem instructions

If you are a French national, you have the possibility of defining instructions relating to the storage, deletion and communication of your personal data after your death, leaving these with a trusted third party, who is certified and responsible for enforcing the wishes of the deceased, in accordance with the requirements of the applicable legal framework.

## 9 - Exercising your rights

For any information or to exercise your rights concerning the processing of personal data managed by the university, you can contact the Data Protection Officer (DPO):

- By email to the following address: [dpd@univ-lyon3.fr](mailto:dpd@univ-lyon3.fr)
- By post (with a copy of your identity card if you wish to exercise your rights) to the address: **Data Protection Officer** 1C Avenue des Frères Lumière-CS 78242, 69372 Lyon cedex 08