

PRIVACY POLICY

I. PRIVACY POLICY

The Spanish NATIONAL UNIVERSITY OF DISTANCE EDUCATION (hereinafter UNED) is particularly sensitive to the personal data protection of the users of its services which are accessed through its website.

Through this Privacy Policy, the UNED hereby informs users of the www.uned.es space about the uses to which the personal data collected on the Web is put, so that they can decide, freely and voluntarily, if they wish to provide the requested information.

The UNED reserves the right to modify this Policy if necessary, to adapt it to new legislation, legal criteria, sector practices, or interests of the entity. Any modification in it will be announced beforehand, so that the user has clear knowledge of its content.

Certain services provided on the portal may contain specific conditions with particular provisions regarding the protection of personal data, and this information will be available in the corresponding sections.

II. DATA MANAGER

Name of the manager: UNIVERSIDAD NACIONAL DE EDUCACIÓN A DISTANCIA (NATIONAL UNIVERSITY OF DISTANCE EDUCATION, UNED)

Address: Calle Bravo Murillo 38, Madrid, 28015

Email: infouned@adm.uned.es

Contact details of the Data Protection Officer: dpd@adm.uned.es

III. PURPOSE OF DATA COLLECTION

The UNED will process personal data for the purposes indicated below, depending on the situation in which the personal data is collected.

In each case, the specific purpose for the use will be indicated:

- Organisation of teaching and study, as well as exercising other functions of the Public Service of Higher Education, regulated by Organic Law 6/2001 21st December for Universities and the UNED Statutes.
- Security and access to the University building.
- Collection and processing of information for the management of contracts signed or the services requested.

- Management of job applications and the selection process this might lead to, for the provision of jobs through the management of job listings or similar instruments which the UNED implements.
- Management and processing of applications from people who may carry out internships as trainees.
- Management of participation in Radio, Television or other media programmes produced by the CEMAV, as well as the authorizations and payments that may be agreed upon for any appearance as a lecturer at the UNED.

IV LEGAL BASES

The UNED will manage personal data in accordance with the legal bases, which the interested party will be duly informed of in each situation:

- The consent of the interested party.
- The provision of the public education service provided by the University
- The implementation of a contract in which the interested party is a part or for the application of pre-contractual measures at the request of the interested party.
- Monitoring building access or video surveillance management, where the legal basis will be the legitimate interest pursued by the UNED.

V. DATA CONSERVATION PERIODS

The data will be kept for the minimum time necessary and in all cases for the legally foreseen periods.

The data related to a contract, or any other type of service relationship, will be kept until the end of the contractual relationship or the provision of services.

Images recorded for security purposes will be kept for a maximum of one month.

Images may be captured and saved to make them available to the Public Administrations, Judges and Courts, for the attention of possible responsibilities arising from data management, during the term of the statute of limitations.

The data of job applicants or trainees will be kept for the deadlines fixed in the application for the post.

The interested party has the right to revoke their consent at any time and to exercise their rights recognized in the General Data Protection Regulations (see section VII)

VI. DATA COMMUNICATION

The data collected through the Web will only be ceded in cases where the user is expressly informed of it.

The data may be ceded, when legally appropriate, to:

- The Associated Centres of the UNED
- The Public Administrations with competence in educational matters
- Banks, for the purpose of managing payments
- The owners of any media where the interested party participates in a radio, television or other media programme.
- The Tax Authorities, Social Security Department or Courts and Tribunals at their request.

VII USERS' RIGHTS

It is possible exercise rights of Access, Rectification, Deletion, Limitation of data use, Portability of data or Opposition to its use by applying to the UNED, C/ Bravo Murillo 38, Data Protection Department, 28015 Madrid, or any of the offices found here, along with additional information and the completed form: Information Security Legal Policy Department, (www.uned.es/dpi) or through the electronic headquarters (<https://sede.uned.es>) of the UNED.

The interested party has the right to withdraw their consent to the processing of the data at any time.

The interested party has the right to file a claim with the Spanish Agency for Data Protection, if they consider that the exercise of their rights has not been properly respected. Please use the resources located on the [AEPD](http://www.aepd.es) website.

VIII. DATA SECURITY AND USE OF COOKIES

The UNED applies the appropriate technical and organizational security measures to guarantee a level of security appropriate to the risk that this data use may pose.

The UNED uses cookies when the user browses its website which are activated from the server www.uned.es

Cookies are small data files housed in the UNED terminal, which contain certain information about the visit to the website. They will be used solely for the purpose of enabling Users to browse the website, without it being possible at any moment to associate such cookies with the specific personal data of the users or to identify users through the cookies. Users can, however, deactivate or eliminate these cookies by using the settings on their web browsers.

Specifically, this website manages the following third-party cookies:

Google Tag Manager and Google Analytics. For more information about the use of cookies in the Google Privacy Policy, go to: <http://www.google.com/intl/en/policies/privacy/>