



Employer's certificate

**In order to process applications for individual training leave, personal data is collected.
In accordance with the Regulation (EU) 2016/679 on the protection of personal data (GDPR), please find explanations below:**

• **Data controller:**

Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse
Service de la formation professionnelle
29, rue Aldringen
L-1118 Luxembourg

rgpd@sfp.lu

• **Legal basis:**

Loi du 24 octobre 2007 portant création d'un congé individuel de formation et modification
1. du Code du travail ;
2. de la loi modifiée du 4 octobre 1973 concernant l'institution d'un congé-éducation ;
3. de la loi modifiée du 16 avril 1979 fixant le statut général des fonctionnaires de l'Etat ;
4. de la loi modifiée du 24 décembre 1985 fixant le statut général des fonctionnaires communaux

Règlement grand-ducal du 1er septembre 2008 précisant les modalités d'application du congé individuel de formation

• **Purpose:**

Management of applications for individual training leave

• **Recipient:**

Department of Vocational Training (SFP)

• **Retention period:**

The data is kept for as long as necessary:
- to achieve the purposes for which it was collected and processed;
- for the fulfilment of the legal obligation to which the controller is legally bound.

• **Data protection officer:**

Centre de gestion informatique de l'éducation (CGIE)
le délégué à la protection des données
eduPôle - Walferdange
Bâtiment X, Etage 2
Route de Diekirch
L-7220 Walferdange

dpo@men.lu

• **Your rights:**

- The legal rules on the protection of personal data, in particular the rights granted to the persons concerned by the data processing (right of access to data, right to rectify data, etc.) are applicable under the relevant conditions and subject to the exceptions and derogations provided for.

For questions relating to the processing of this data or in order to exercise your rights, you may contact the data controller or their data protection officer by providing proof of your identity (i.e. by attaching a legible and valid copy of your identity document to your request).

- The National Commission for Data Protection, whose head office is located at 15, boulevard du Jazz, L-4370 Belvaux, can be contacted to lodge a complaint if the rights of the persons concerned have been infringed (www.cnpd.lu).

- You may withdraw your consent at any time by contacting the data controller or the data protection officer as described above.

By submitting this form, you agree to your personal data being processed in accordance with the above.



1. Application details

Fields marked with an * are mandatory

Employer's details

Employer's name*:

Name and surname of
employer's representative*:

National ID number*:

Applicant's details

Surname(s)*:

First name(s)*:

National ID number*:

Employer's opinion

Positive Negative

Reason:

Employer's certificate

It is hereby certified that Mr./Ms.

works hours per week (SAS agreement)

under a permanent contract a fixed-term contract until

an apprenticeship/employment initiation contract

2. Validation by the employer

By signing the document, the applicant certifies that the data provided are correct

City*:

Date*:

3. Signature

Signature*: