



## **Privacy policy**

The form you are about to submit contains personal data. This data will be stored in the information system of the Government IT Centre (CTIE) on behalf of the data controller, the Ministry of Research and Higher Education (MESR), for the purpose of scheduling information and advisory appointments with the Higher Education Information department.

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), the MESR is providing you with the following information on the processing of your personal data that is collected when you submit this procedure.

### **The Data controller:**

Ministry of Research and Higher Education

18-20, montée de la Pétrusse L-2327 Luxembourg

Phone: (+352) 247 86 619

If you have any questions or requests regarding the protection of personal data, please send an email to: [dataprotection@mesr.etat.lu](mailto:dataprotection@mesr.etat.lu).

### **The purposes of the processing:**

Managing the booking of information and advisory appointments with the Higher Education Information department.

### **The recipients:**

The MESR and the Higher Education Information department.

### **The retention period:**

Your data will be retained for the time required to fulfil our obligations relating to the processing of your appointment booking.

**Your rights:**

You have the right to access your data and request that it be corrected if you find that it is inaccurate or incomplete. Under certain circumstances, you may also request that access to your data be blocked or object to the processing of your personal data if you believe it to be unlawful. You can also request its deletion. To do so, you can send an email to: [dataprotection@mesr.etat.lu](mailto:dataprotection@mesr.etat.lu).

You also have the possibility of lodging a complaint with the National Commission for Data Protection (*Commission nationale pour la protection des données*) whose registered office is located at 15, boulevard du Jazz L-4370 Belvaux.