

Privacy Statement / LMS “Extedo University” Information regarding the Processing of Personal Data

Dear user,

We are very delighted that you have shown interest on our Learning Management Solution “Extedo University”. Data protection is of a particularly high priority for the management of the EXTEDO GmbH.

Extedo University is a learning management system designed to complement the live training that Extedo gives to the customers for eCTDmanager, eSUBmanager and SafetyEASY. It is a hosted solution and the training courses that you will be given contain tests activities that will allow you to check your results and measure your own progress in order to gauge your needs with respect of any training you may need from EXTEDO in the future.

EXTEDO processes personal data in accordance with the General Data Protection Regulation, and this privacy statement aims to give you the following information:

- EXTEDO’s identification and contact. EXTEDO’s DPO contact
- Which data does EXTEDO process?
- For which purpose(s) is EXTEDO collecting your personal data and what is the legal basis for doing it.
- How do we store your personal data and for how long?
- With whom we share your personal data?
- Your rights as a data subject and the contact of the Supervisory Authority (right to lodge a complaint)

Name and Address of the controller

For the purposes of the General Data Protection Regulation (GDPR), the Controller of this processing activity is:

EXTEDO GmbH
Einsteinstraße 30
85521 Ottobrunn
Germany

Phone: +49 89 189454-0

EXTEDOs Global Data Protection Officer is happy to help with questions or inquiries.

Email: privacy@extedo.com

Which data does EXTEDO process?

As an user of EXTEDO University, the data we collect from you or we might ask you for can be included in the following categories:

- First name and last name
- Email address
- Phone number
- Time zone
- Address
- Company/branch name
- Company position
- Contract data
- Connection data
- Grades and evaluation report
- Text, audio, video or image files
- Any additional personal data in the content of the files that the user uploads in the learning platform.

Our purposes for collecting your data and legal basis

The purpose of this activity is to train you and show you how to use our software solutions and other databases in an efficient way to get the maximum profit of it.

EXTEDO relies on your consent according to Article 6.1 (b) of the GDPR to process your personal data for the purpose mentioned above. EXTEDO collects and processes your data on the basis of article 6.1 b) in order to perform the services described under the Terms and Conditions for EXTEDO University and/or the relevant Statement or Work (SOW).

Data processing for other purposes is only considered if the necessary legal requirements are available in accordance with article 6 (4) GDPR. We will be aware of any information obligations under article 13 (3) DSGVO and article 14 (4) DSGVO.

Supervisory Authority.

As data subject, you must be informed about the possibility of lodging a complaint to the National Supervisory Authority. Please find below the contact details of the German National Supervisory Authority.

Bayerisches Landesamt für Datenschutzaufsicht	Telefon	+49 (0) 981 53 1300
	Telefax	+49 (0) 981 53 98 1300
Promenade 27	E-Mail	presse@lda.bayern.de
91522 Ansbach	Webseite	www.lda.bayern.de

Recipients

For the purposes described above, the mentioned categories of data might be disclosed to EXTEDO's qualified personnel working for the relevant departments involved in the training process.

Outside EXTEDO, only our authorized sub-processor "Talent LMS" may have access to your data (on a need to know basis).

International data transfers

In general, your personal information will not be transferred to, nor processed in any countries other than in the EU.

Exceptionally your data might be shared with internal personnel from our Affiliates in the US. These include implementing the European Commission's Standard Contractual Clauses for transfers of personal information between our group companies. We have also implemented safeguards with our third-party service providers and partners. Further details, and copies of the standard contractual clauses can be provided upon request.

Security

Our infrastructure has technical and organizational security measures in place. Some of the measures we use in different circumstances are encryption, secured entry points to our servers, and monitoring and training for our personnel to protect against the loss, misuse and alteration of the information under our control.

Data retention

We retain personal information we collect from you where we have an ongoing legitimate business need to do so. After deactivation of your account, your data will be deleted in a maximum period of time of 6 months.

Your data protection rights

You have the following data protection rights, which you can exercise by contacting us using the details below:

- The right to **access, correct, update or request deletion** of your personal information.
- The right to **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information.
- The right, if we have collected and processed your personal information with your consent, to **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- The **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Additional information is provided via our website.