
Privacy Notice – NRC Skills Platform

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation working to protect the rights of displaced and vulnerable people during crisis. One of the core values of NRC is **Accountability**; NRC is committed to being accountable to our staff and the people we serve.

Norwegian Refugee Council

VAT number 977 538 319, Prinsens gate 2, 0152 Oslo

is responsible for processing your information in accordance with the applicable national and Norwegian laws and rules.

Why NRC collect information

When enrolling in the NRC Skills Platform, NRC processes your personal data for one or more of the following purposes:

- To communicate with you regarding your progress in the skills courses that you are enrolled in.

The personal data collected by NRC

From all users: mobile number; first and last name shared by each user in the platform; learning which takes place in the NRC Skills Platform.

The rationale for processing your personal data

Processing is necessary to provide a unique login to the NRC Skills Platform and to track and support your learning. For some courses, certificates will be issued, and the name provided in the platform will be applied to the certificate.

The legal basis for the processing

NRC creates a user account for you on the NRC Skills platform using your mobile number and the names you share on the platform when creating your profile. You have the right to withdraw your consent at any time by contacting your NRC instructor or by contacting Microsoft to [‘opt-out’](#).

Third parties that the data will be shared with

The NRC Skills Platform is provided by Microsoft that processes data on behalf of NRC. This data processing is regulated by a data processing agreement.

How long will the data be stored

Data collected by NRC will be stored as long as you wish to use the NRC Skills Platform. When you no longer want to keep your profile, please inform your NRC instructor. Your data will be automatically removed from the server up to a maximum of 7 days after your profile is removed from the NRC Skills Platform.

Your rights

You have the right at any time to request access to and a copy of the personal data NRC processes about you. You can require correction/rectification of your personal data

if these are inaccurate or incomplete and you also have the right to object to the processing.

If you have any inquires on how we process your personal data or want to exercise your rights, send an email to:

data.protection@nrc.no

If you believe that your data protection rights have been breached by NRC, please let us know. You also have the right to lodge a complaint with Datatilsynet, the supervisory authority for data protection issues in Norway:

<https://www.datatilsynet.no>

We appreciate the chance to deal with your concerns before you approach the supervisory authority, so please contact us in the first instance.