

Privacy Policy for externally operated Training and Learning Portal RWE exTra

Effective Date: 1st November 2023

1. Introduction

Welcome to the Privacy Policy of the RWE exTra training and learning portal (short: RWE exTra). At mst group GmbH, we prioritize the privacy and security of your personal information. This Privacy Policy outlines how we collect, use, protect, retain, and communicate your data when you use RWE exTra. By using our services, you agree to the terms and practices described in this Privacy Policy.

2. Data Collection

2.1 Personal Information: We collect information that personally identifies you when you make a direct booking or individual request for a booking or training research, including your name, corporate email address, phone number, or contact details of your manager for approval reasons.

2.2 Training Records: We collect data related to your training activities, including courses taken, learning progress, and completion certificates.

2.3 Billing Information: When you make bookings for external trainings, we may collect internal billing information, such as cost centers and approval route owner details.

2.4 Log Data: Like many websites, we collect log data, including your IP address, browser type, and pages visited, to improve our services and troubleshoot issues.

3. Data Use

3.1 Training Services: The primary use of data collection is to facilitate the operation of RWE exTra, including the provision of requested content, monitoring of learning progress, and personalisation of the learning experience. We use your personal information to provide you with access to RWE exTra and to track your training progress.

3.2 Communication: We may use your contact information to send you notifications related to your training, updates, and promotional material to improve your learning journey. If you wish to opt out of these communications, you can do so by contacting us.

3.3 Billing: Your billing information is restricted to manage internal cost center invoicing only.

3.4 Analytics: We may analyze your usage data to improve our services and user experience.

4. Data Protection

Adhering to RWE data protection requirements, RWE exTra ensures that all user data is encrypted and protected by high-standard security measures. We limit access to user data to authorised personnel only, and no third parties will be given access to your data without your explicit consent. We employ industry-standard security measures to protect your data from unauthorized access, disclosure, alteration, or destruction. This is regulated in further detail between mst group GmbH and RWE AG contract arrangements from 07/2023.

5. Data Retention and Deletion

In compliance with RWE's data protection policies, RWE exTra automatically deletes all user data at defined intervals. Your records are securely and completely removed from our servers as per defined timelines, studies have no traceability after the data has been deleted. Detailed information regarding these intervals can be requested from the mst group Data Protection Officer.

6. Contacting the Portal Operator mst group

For any questions, requests, or concerns regarding your data or this Privacy Policy, you can contact us at:

mst group GmbH
Am Münchfeld 59
80999 Munich
Germany

<https://www.mst-group.eu/kontakt/>

7. Contacting RWE

For any further questions, concerns, or requests about this Privacy Policy or your personal data, you may alternatively contact the Privacy & Data Protection department at RWE directly.

8. Updates to Privacy Policy

We may update this Privacy Policy to reflect changes in our practices. Significant changes will be communicated to you via email or on our website.

By using RWE exTra, you agree to the terms and conditions outlined in this Privacy Policy.

mst group GmbH is committed to protecting your privacy and ensuring the security of your personal information.

Thank you for trusting us with your training needs.