

Annex 1. Privacy Notice

Privacy Notice

1. Who are we?

UNHCR, the United Nations Refugee Agency, helps forcibly displaced and stateless persons around the world, including in accessing educational opportunities. **Coursera** is an online learning platform provider, which partners with more than 325 leading universities and companies in providing job-relevant certified online learning programmes.

To enlarge education opportunities for forcibly displaced and stateless learners, UNHCR partners with Coursera as a social impact partner to *provide free access to the Coursera platform and over 12,000 courses for refugees, other forcibly displaced, and stateless people.*

UNHCR is collecting and using your personal data for the reasons explained below. Coursera, as the platform provider, will also process your personal data for their specific purposes. UNHCR and Coursera are data controllers, which means we are responsible for protecting your data protection rights in our respective processing of your personal data. The below information is about how UNHCR (we) process your personal data to facilitate your access to the UNHCR - Coursera learning program.

For how Coursera process your personal data, please consult their privacy notice as you sign up on the platform.

2. Why do we collect your personal data?

The **UNHCR - Coursera learning program** offers free access to the Coursera platform for refugees, other forcibly displaced and stateless persons. Given that the program is limited to forcibly displaced and stateless persons above 16 years of age, it is a pre-requisite for UNHCR to confirm your eligibility, i.e. your age, legal status as refugee or holder of international protection, before granting you access to this educational service. Upon confirmation, your name and email will be used by UNHCR to invite you to enroll in the program on the Coursera platform.

To ensure effective provision of learning services through the platform, and to measure skills development and learning progress of forcibly displaced and stateless learners enrolled in the program in Slovakia, UNHCR may access data related to your activity on the *Coursera* platform, such as information on courses for which you sign up, percentage of course completion, your total learning hours, your feedback on courses, your last activity date and whether your account is still active.

3. What personal data do we need and how are we going to use it?

To verify that you are eligible for the *UNHCR - Coursera learning program* and to invite you to join the program, we will need a copy of the document proving your status as refugee/ asylum seeker/ holder of international or subsidiary protection/ holder of temporary protection/ temporary residence for the purpose of studies/ permanent residence for five years for statelessness person, your age, name, gender, email address, employment status, and location (region/district) (referred as “Proof of Eligibility” below).

Your email address may be used for further communication relating to your access to the platform. For example, a reminder will be sent to your email account if you have not signed up for over 1 month after the invitation was sent to you. Additionally, we may invite you to participate in a voluntary questionnaire to assess the effectiveness of the Coursera learning program by tracking your skills development and learning progress. Participation in the questionnaire is entirely optional.

4. How long will UNHCR keep your Proof of Eligibility data?

We will store and retain your data (a copy of your document) for a maximum of 45 days starting from the date of submission of your data. Your data will be deleted from the UNHCR server upon expiration of the 45-day period regardless of whether you have joined the UNHCR - Coursera learning program or not.

5. Who will have access to your Proof of Eligibility data?

If you are verified as eligible to the platform, your name and email address will be shared by UNHCR with Coursera in order to invite you to enroll to the *Coursera-UNHCR learning program* on the Coursera platform. With the exception of the document proof, the personal data you submitted will be retained for audit purpose by independent UN oversight bodies. UNHCR will not share your personal data with any other third party without any legitimate basis or your consent.

6. Who will have access to your data on Coursera?

At the moment you sign-up with Coursera, Coursera and other education programme providers may collect, store and process your personal data in relation to the learning services you receive from them through the platform. UNHCR is not responsible for the personal data processing by these entities. For details, visit [Privacy Notice | Coursera](#).

UNHCR, however, has access to personal data related to your usage of the Coursera Platform, such as the course(s) that you have signed up on, the progression of your learning in a course, including the percentage of course completion, your total learning hours, your feedback on courses and your last activities on the platform as well as whether your account is still active. UNHCR has access to this data about you in order to (a) to conduct statistical analysis and measure the effectiveness of the *Coursera* learning programme, and (b) if applicable, monitor your skills development and learning progress so as to refer you to relevant employment opportunities, should they arise and based on your consent.

We may use your email address throughout the period when you are actively enrolled with Coursera platform in order to share with you important communication, e.g. reminder to sign up,

confirmation of continuous validity of your legal status, or a questionnaire to assess the effectiveness of the learning programme. In addition, since the number of licenses for eligible learners is limited, UNHCR will revoke your access to the platform if you are not active for 6 consecutive months starting from your last activity date and your license will be transferred to another eligible learner.

7. What are your rights?

According to UNHCR's [General Policy on Data Protection and Privacy](#) (2022), you enjoy the below rights in relation to how we process your personal data through the *Coursera - UNHCR learning program on the Coursera platform*, namely:

- the right to access your personal data and information concerning how we use it;
- the right to correct any incorrect data, update your personal data or complete any incomplete data that we collected from you;
- the right to object to the processing of your personal data, if you have legitimate reasons related to your particular situation (please note that as a result of exercising this right, UNHCR may not be able to continue to provide you access to the platform).
- the right to have your personal data deleted if UNHCR no longer has the legitimate basis to retain it (please note that as a result of exercising this right, UNHCR may not be able to continue to provide you access to the platform).

If you wish to exercise any of these rights, please contact us through the channels provided in section 8 below.

Note that your use of Coursera Services is regulated by the [Terms of Use | Coursera](#), including the policies referenced in these Terms.

8. How can you contact us?

If you have questions about how we collect and use your personal data, or if you wish to request for access to/ correction of/ deletion of your personal data, or if you have any concern about our use of your personal data, you can contact us by:

- Sending an email to: courseraslovakia@unhcr.org

9. How to find out more about the protection of your personal data?

You can access UNHCR's General Policy on the Protection of Personal Data and Privacy by clicking on [this link](#).