

Privacy Policy

THE PROFESSIONAL MENTORING PROGRAM FOR YOUNG PEOPLE - M-ProJ, ORGANIZED BY MCMC A.S.B.L. is committed to protecting your personal data. Our Privacy Policy contains important information about what personal details we collect, what we do with that information, who we may share it with and why, and your choices and rights when it comes to the storage of the personal information.

WHAT IS CONSIDERED PERSONAL DATA?

Personal data is any information that can be used to find out your identity. This includes such information as your name, address, e-mail address or telephone number and any other personal data you may have uploaded yourself on your profile in our confidential database.

WHAT INFORMATION DO WE KEEP AND FOR WHAT PURPOSE?

WEBSITE ACCESS

THE PROFESSIONAL MENTORING PROGRAM FOR YOUNG PEOPLE - M-ProJ, ORGANIZED BY MCMC A.S.B.L. website www.m-proj.lu does not identify you or keep any information (e.g. IP address) when you access our website. We do not use cookies either.

REGISTERED CONFIDENTIAL PROFILE WHEN APPLYING AS MENTEE OR MENTOR

When applying as mentee or mentor for the participation in the M-ProJ program, you may register your personal profile yourself online via our website www.m-proj.lu. Your personal data will be kept confidential amongst the members of the M-ProJ Team and shared only to your (potential) mentor respectively (potential) mentee. Regarding the mentees, your name and surname, the name of your school and your class are provided to the SePAS for administrative reasons and potentially some information for the objective of quality assurance to the Maison de l'orientation and CePAS.

Your personal data will not be transmitted to any third party outside the M-ProJ program.

FINANCIAL TRANSACTIONS

MCMC A.S.B.L. who organises THE PROFESSIONAL MENTORING PROGRAM FOR YOUNG PEOPLE - M-PROJ, is a not-for-profit-association registered in Luxembourg.

As Mentee or Mentor no charges will occur for you when participating in our mentoring program, so no financial transaction will occur for you.

INTERVIEWS, SEMINARS, WORKSHOPS AND INDIVIDUAL OR GROUP ASSIGNMENTS

When we first enter into a mentoring program relationship with you in view of your participation in the M-ProJ program, a professional orientation questionnaire, an interview, interactive workshops or any other individual or group assignment, we require you to let us have your name, address, telephone number and email address and other information relevant for the mentoring process. We keep this information in order to maintain our mentoring program relationships. You can optionally also provide other details if you wish to do so.

These details are only kept for the purposes of maintaining our mentoring relationship and conducting the mentoring/coaching/consulting service at best. You are free to withdraw this information at any time by contacting us under: info@m-proj.lu and we will immediately remove it from our database.

SERVICE PROVIDERS

We may employ third party companies and individuals to facilitate our service, to provide a service on our behalf or to perform service related services to you.

Third parties who receive data as data processing contractors are also subject to data protection regulations and contractual confidentiality obligations.

We may be obliged to provide data to courts, public authorities, or other state bodies. Your data will otherwise not be made available to third parties. We never sell your data to third parties.

LINKS TO OTHER WEBSITES

Our website contains links to other websites. We have no influence on compliance with data protection laws by the operators of these sites.

WITHDRAWING CONSENT FOR THE STORAGE OF YOUR DATA

You can withdraw your consent for the storage of your personal data as well as the registration of your profile in our confidential database at any time. The data will then be deleted immediately provided that it is not prescribed by law or needed for billing, accounting or administrative purposes to the SePAS or as soon as these purposes are fulfilled.

If you have further questions on this privacy policy, data protection, would like to see what data we hold on you, or wish to have your data removed please contact:
info@m-proj.lu

MAKING A COMPLAINT

We hope that you will never have a reason to complain about the THE PROFESSIONAL MENTORING PROGRAM FOR YOUNG PEOPLE - M-PROJ, ORGANIZED BY MCMC A.S.B.L. and data we store about you. If you do have concerns please contact THE PROFESSIONAL MENTORING PROGRAM FOR YOUNG PEOPLE - M-PROJ, ORGANISED BY MCMC A.S.B.L. under: info@m-proj. lu so that we can work with you to put things right.

You have the right to make a complaint to the supervisory authority, the National Centre for Data Protection at: <https://cnpd.public.lu/> .