

Data Processing Sheet

What	How	Why	Where	For how long?
PII: Name, E-mail address	<ul style="list-style-type: none"> • Provided by the user during sign-up (invitation link); • Provided by organization manager (manually entered or imported in the dashboard); • Imported automatically by BeWizr from an HRM application. 	<ul style="list-style-type: none"> • To identify the participant to the (organization) managers and other participants. - To provide a personalized greeting (login, e-mail). 	Our SQL database.	For as long as the organization to which the participant belongs to is a customer of HTG; or the organization decides to remove the user.
Submission to tests	<ul style="list-style-type: none"> • The participant answered test questions. • The participant uploaded a document for review by the manager. 	<ul style="list-style-type: none"> • To grade a participant by organization managers. • To grade a participant by employees of HTG. 	Our SQL database.	For as long as the organization to which the participant belongs to is a customer of HTG; or the organization decides to remove the user.
Activity	<ul style="list-style-type: none"> • When the user uses the BeWizr platform, all requests (actions) are logged. 	<ul style="list-style-type: none"> • To measure participant progress. 	Our SQL database and logfiles of our infrastructure.	For as long as the organization to which the participant belongs

		<ul style="list-style-type: none"> • To measure usage of our application. • For technical problem diagnoses. 		to is a customer of HTG; or the organization decides to remove the user; or 3 months for infrastructure log files.
Backup	All data mentioned above is archived every night and encrypted on the client according to industry standards.	<ul style="list-style-type: none"> • For disaster recovery. 	On BackBlaze B2.	For 1 year.

Subprocessors

<p>TransIP</p> <p>Vondellaan 47 2332 AA Leiden</p> <p>https://www.transip.nl/legal-and-</p>	Virtual computing platform; data transfer; Domain Name Server (DNS)
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[security/algemene-voorwaarden/](#)

BackBlaze B2

201 Baldwin Ave.
San Mateo, CA, 94401
USA

<https://www.backblaze.com/company/policy/privacy>

Encrypted backups of our application data.

Mailgun

112 E Pecan St, #1135
San Antonio, TX,
78205
USA

<https://www.mailgun.com/gdpr/>

Relay of our transactional e-mails (participant invitations, notifications, certificates, etc.).