



RECORD OF PERSONAL DATA PROCESSING

Art. 31 REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (henceforth the "Regulation")

Record n°

03-2021

In accordance with Article 31 of Regulation (EU) 2018/1725, individuals whose personal data are processed by the Agency in any context whatsoever are to be protected with regard to the processing of personal data and the Agency has to keep records of their processing operations.

This record covers two aspects:

- 1. Mandatory records under Art 31 of the Regulation (recommendation: make the header and part 1 publicly available)*
- 2. Compliance check and risk screening (initial; part 2 is internal only to the Agency, not published)*

The ground for the record is (tick the relevant one):

- Regularization of a data processing operation already carried out*
- Record of a new data processing operation prior to its implementation*
- Change of a data processing operation.*

EACEA MOBILITY TOOL (EMT)	
1	Last update of this record (where applicable) The former notification was made on 26 June 2017.
2	Short description of the processing The EACEA mobility tool (EMT) is used to monitor grant agreements between the Agency and selected consortia or partnerships under a number of programmes fostering student and staff mobility. The tool is also used by beneficiaries to manage and report on mobility and financial, and by the Agency to monitor the progress of projects and to evaluate their performances. An additional use of the tool for certain programmes/actions is to produce internal and external statistics, to carry out surveys and to give support to alumni networks and to evaluators tasked to evaluate the programmes.

Part 1 - Article 31 Record	
3	<p>Name of the Controller Unit(s) and/or function of person acting on behalf of the Controller</p> <p>Controller: European Education and Culture Executive Agency Head of Unit A 3 Erasmus Mundus, Sport Head of Unit A4 International Capacity Building</p>
4	<p>Contact details of the Data Protection Officer (DPO)</p> <p>EACEA-data-protection@ec.europa.eu</p>
5	<p>Name and contact details of joint controller</p> <p>N/A</p>
6	<p>Name and contact details of processor</p> <p>N/A</p>
7	<p>Purpose of the processing</p> <p>The EACEA mobility tool (EMT) is used to monitor grant agreements between the Agency and selected consortia or partnerships under a number of programmes fostering student and staff mobility (i.e. Erasmus Mundus Programme, Intra-ACP Academic Mobility Scheme, The Bilateral Cooperation Programmes, Intra-Africa Academic Mobility Scheme and Erasmus+ Programme financed under the Multiannual Financial Frameworks 2009-2013 and 2014-2020).</p> <p>The processing of personal data by the system is necessary for:</p> <ul style="list-style-type: none"> - The efficient management of the projects by EACEA, in particular for the financial follow-up and monitoring of the grant agreements; - Statistics which feed into the political priority setting and policy initiatives taken by the European Commission and which may be published on the EACEA's website. The Agency will prepare statistical information that only contains anonymous information on the scholarship holders included (such as nationality and gender); - Specific activities linked to the implementation of the programmes (e.g. support to students' visa requests, organisation of pre-departure briefings or other events) and to the evaluation of programmes, studies and publications in view of disseminating projects' and programmes' results. - The support of the Erasmus+ Student and Alumni networks and African Students and Alumni Association forum (ASAF).
8	<p>Description of the categories of data subjects</p> <p>Whose personal data are being processed?</p> <p><input type="checkbox"/> Agency staff (Contractual and temporary staff in active position)</p> <p><input type="checkbox"/> Visitors to the Agency</p> <p><input type="checkbox"/> Contractors providing goods or services</p> <p><input type="checkbox"/> Applicants</p> <p><input type="checkbox"/> Relatives of the data subject</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Witnesses</p>

	<input type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Other: Individuals who are Scholarship holders, persons in the reserve lists, non-scholarship holders who participate in mobility projects in the context of the programmes managed by EACEA.
9	Description of personal data categories
	<p>The mandatory fields are indicated with an asterisk (*):</p> <p>a) Categories of personal data¹:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> in the form of personal identification numbers (users receive an ID number upon registration in the database) <input checked="" type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints (only gender: male/female/undefined*) <input checked="" type="checkbox"/> concerning the data subject's private sphere (depending on the action: special needs as a tick box only, disadvantaged status as a tick box only or vulnerable status²) <input checked="" type="checkbox"/> concerning pay, allowances and bank accounts (number of payments* and the amounts received by the scholarship holders for all scholarship components*) <input checked="" type="checkbox"/> concerning recruitment and contracts (Type of contract: stipend/employment contract, Type of fellowship: laboratory based or not). <input checked="" type="checkbox"/> concerning the data subject's family (life partner as yes/no, number of children) <input type="checkbox"/> concerning the data subject's career (Seniority: Junior, Intermediate, Senior; staff profile: Managers, Teachers/Trainers/Researchers, Technicians, Administrative support Staff) <input type="checkbox"/> concerning leave and absences <input type="checkbox"/> concerning missions and journeys <input type="checkbox"/> concerning social security and pensions <input type="checkbox"/> concerning expenses and medical benefits <input checked="" type="checkbox"/> concerning telephone numbers and communications (phone number) <input checked="" type="checkbox"/> concerning names and addresses (including email addresses) (family* and first names*, address, postal code, city of residence, country of residence*, email address*) <input checked="" type="checkbox"/> Other: Year of birth*, nationality* <p>b) Categories of personal data processing likely to present <u>specific risks</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> data relating to suspected offences, offences, criminal convictions or security measures <input type="checkbox"/> data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) <p>c) Categories of personal data whose processing is <u>prohibited</u>, with exceptions (art. 10):</p> <ul style="list-style-type: none"> <input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs

¹ Information marked with (*) is mandatory

² This is a tick box or a drop Refugee/Asylum beneficiary, Unjustified expulsion, Indigenous population, internally displaced person, socio-economically disadvantaged, disabled person.

	<p><input type="checkbox"/> revealing trade-union membership</p> <p><input type="checkbox"/> concerning health</p> <p><input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> concerning sex life or sexual orientation</p> <p>d) Specify any additional data or explanatory information on the data being processed, if any: <u>The scholarship holders are classified according to the following categories/lists:</u></p> <ul style="list-style-type: none"> •Academic Ranking* •Type of list (Main, reserve, drop-out, cancelled applications and Non-scholarship holders) •Course/Project title* •Category of scholarship* •Type of person (student/scholar/guest lecturer/staff/doctoral candidate/post-doctoral) * <p><u>Following information is collected regarding the mobility tracks of the scholarship holders:</u></p> <ul style="list-style-type: none"> •Institution delivering previous degree* •University of origin* •Country of university of origin* •Hosting institution(s)* •Arrival date in hosting institution* •Departure date from hosting institution •Master/Doctoral Programme/Subject of study/Research topic •Activity* •Number of credits acquired •Type of diploma and name of degree obtained •Graduation date
10	<p>Retention time (time limit for keeping the personal data)</p> <p>Personal data will be retained by the controller for a duration in line with the Common Commission - Level Retention List for European Commission Files SEC(2019)900, as defined under points 7.1.2 and 7.1.3.</p> <ul style="list-style-type: none"> • Files relating to grant procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years after the closure of the project (i.e. last payment). • Until the end of a possible audit if an audit has started before the end of the above mentioned period. • After the period mentioned above has elapsed, the files containing personal data are sampled to be sent to the historical archives of the Commission for further conservation. <p>After the retention period, personal data is anonymised. Only limited information is kept in the database for statistical purposes, which do not make data subjects identifiable.</p> <p>Is any further processing for historical, statistical or scientific purposes envisaged? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p> <p>If yes, indicate the further retention time:</p> <p>If the answer is yes, please go to Part 2, Storage and Security for technical safeguards.</p>
11	<p>Recipients of the data</p> <p>The personal data received is accessible to the following recipients:</p> <ul style="list-style-type: none"> • Authorised EACEA staff (full access).

	<ul style="list-style-type: none"> • European Commission services (access via Business Objects) • Other EU institutions, including EU Delegations, • In case of control or dispute the bodies charged with a judicial, monitoring or inspection task in application of Union law (e.g. Internal Audit Service, Internal Audit Capacity, European Commission, OLAF, EU and national Courts, European Public Prosecutor Office, etc.). • For Intra-Africa Academic Mobility Scheme and Intra-ACP Academic Mobility Scheme: personal data might be provided to the African Union Commission based in Ethiopia to fulfil their task to monitor the selected projects. In addition, for Intra-ACP Academic Mobility Scheme specifically, the ACP Secretariat based in Brussels, CARIFORUM, Pacific Forum and South African Mission to the EU (all of them being based in Brussels), might be involved in communication or evaluation activities. • The Erasmus+ National Agencies and National Erasmus+ Offices can occasionally receive a limited set of information such as name, nationality, gender and email address, upon justified request, duly authorised by the Controller. • For the Erasmus Mundus Joint Master Degrees, the ACP Secretariat based in Brussels might be involved in communication or evaluation activities. • Institutions and organisations of partner countries involved in joint calls under the Erasmus Mundus Joint Master Degrees. • Erasmus+ Student and Alumni Networks – on a need to know basis. • African Students and Alumni Forum (ASAF) for the Intra-Africa Academic Mobility Scheme – on a need to know basis • External auditors to ensure the legality and regularity of the project implementation in case of an audit or investigation, • Consultants and evaluators contracted by the European Commission in the framework of an evaluation initiated usually at mid-term, towards the end or after the end of the Programmes, and which will process personal data on behalf of the Commission.
12	<p>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p> <p>A limited set of information (such as names, nationality, gender and email) may be transferred to the following recipients based in third countries, but will only take place if the conditions laid down in Chapter 5 of the Data Protection REGULATION (EU) 2018/1725 are complied with, in particular having regard to the existence of an adequacy decision and/or appropriate safeguards:</p> <ul style="list-style-type: none"> - For Intra-Africa Academic Mobility Scheme and Intra-ACP Academic Mobility Scheme: the African Union Commission based in Ethiopia assists for the monitoring of selected projects. - For Intra-Africa Academic Mobility Scheme and Intra-ACP Academic Mobility Scheme and the Erasmus Mundus Joint Master Degrees: ACP Secretariat based in Brussels. - Institutions and organisations of partner countries involved in joint calls under the EMJMD: Japan (based on an adequacy decision). - The National Agencies and National Erasmus+ Offices in third countries.
13	<p>General description of the technical and organisational security measures</p> <p>The collected personal data and all related information are stored on the premises of the EACEA and on servers of a computer centre of EACEA.</p> <p>The EACEA premises and operations of all computer centres abide by the Commission's security decisions and provisions established by the Security Directorate of Directorate General Human Resources and Security.</p> <p>All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission or of its contractors; the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006)</p>

	<p>3602] concerning the security of information systems used by the European Commission.</p> <p>Access rights and controls are secured via a user name and password granted to persons authorised to get access to specific documents (call management, grant management, etc.).</p>
14	<p>Information to data subjects / Privacy Statement</p> <p>The Privacy Statement is made available on the EMT website and on the scholarships page of the Agency's website.</p> <p>Furthermore, beneficiary institutions have the obligation to provide it to the applicants and the scholarship holders as mentioned in the section "Practical Information on Grant Management" of the beneficiaries' space of the mobility schemes/actions.</p>