



EUROPEAN EDUCATION AND CULTURE  
EXECUTIVE AGENCY (EACEA)

Brussels, 29 January 2024  
EACEA

**ONLINE INFORMATION SESSION**  
**Creative Europe-Culture –**  
**CIRCULATION OF EUROPEAN LITERARY WORKS Call (CREA-CULT-2024-LIT)**  
**22 February 2024 and 13 March 2024**

**Data Protection Notice**

The European Education and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

On 22 February and 13 March 2024, EACEA is organising the online event "**CIRCULATION OF EUROPEAN LITERARY WORKS Call (CREA-CULT-2024-LIT)**".

The following Data Protection Notice outlines the policies by which EACEA collects, manages and uses the personal data of the concerned individuals within the event.

**1. Who is responsible for processing your personal data (data controller)?**

The controller is the European Education and Culture Executive Agency, BE-1049 Brussels.

The person designated as being in charge of the processing operation is the Head of Unit Mr Gilles PELAYO, EACEA.B1 Creative Europe-Culture.

Email: [EACEA-B1@ec.europa.eu](mailto:EACEA-B1@ec.europa.eu)

**2. Which personal data are processed?**

Mandatory data for the event organisation: none (Webex link to be circulated via CEDesks and anonymous participation).

Optional data: first name and last name, images, and voice of the participants.

---

<sup>1</sup> 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 Text with EEA relevance, *OJ L 295, 21.11.2018, p. 39*.

The events will be webstreamed in Webex, your first and last name might be seen in the chat as well as images and voices if you put on your camera or took the floor during the event

Participants are encouraged to provide, to the extent possible, anonymised data to join to the online event) (corporate email address without name e.g. [contact@companyname.com](mailto:contact@companyname.com)).

### **3. For which purpose do we process your data?**

Organising and managing the event: the primary purpose of the collection of personal data is for the organisation of the given event.

In addition, the purpose of the processing is also for:

- **Web streaming** (live web-conferencing): the events will be web streamed (web-conferencing) on the following website:
  - 22 February 2024:  
<https://econfer.webex.com/econfer/j.php?MTID=me2b69c0c0bc762f4277699536e571e01> for the purpose of providing information to potential applicants about the call **CREA-CULT-2024-LIT**.
  - 13 March 2024:  
<https://econfer.webex.com/econfer/j.php?MTID=m35ab311e777ab04db988dfd9ead605e5> for the purpose of providing information to potential applicants about the call **CREA-CULT-2024-LIT**
  - For online events, participants are invited to switch off their microphone and camera if they do not want to appear on screen.
  
- Personal data can be transferred to DG COMM for archiving and permanent preservation purposes, under the following record: <https://ec.europa.eu/dpo-register/detail/DPR-EC-00074.1>

### **4. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data may be given on a need-to know basis to the following recipients:

- EACEA: Staff members of the unit of the controller, Director and Heads of Department.
- European Commission: relevant Directorate-Generals (DGs), in particular the Directorate-General for Education, Youth, Sport and Culture (DG EAC) and the Directorate-General for Communication (DG COMM).
- Webex will process your data for the purpose of organising and managing the event

- In case of control or dispute, the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, European Commission, OLAF, EU Courts, EPPO etc.).

Use of a video conferencing tool/third party tool: please note that the event will be organised using Webex, which has a contract with the European Commission. Your personal data used for your participation to the event will also be processed by this tool, in accordance with its privacy policy which can be found here: [DPO Public register \(europa.eu\)](#).

Please note that in order to deliver the service, Webex might transfer your personal data outside the EU in accordance with its privacy policy (mentioned above). Such transfer will be made based on standard contractual clauses as part of a contract between the service provider and the European Commission. You can obtain more information on it by contacting the data controller at the above mentioned email address.

#### **5. How long do we keep your personal data?**

~~Not applicable.~~ Please refer to the applicable retention period of Webex mentioned in the link above.

#### **6. What are your rights concerning your personal data and how can you exercise them?**

Under the provisions of the data protection regulation, you have the right to:

- Request to access the personal data EACEA holds about you;
- Request a rectification of your personal data where necessary;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;

For the processing of your personal data which is based on public interest under Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

For the processing of your personal data which is based on your consent under Article 5(1)(d) of the data protection regulation, please note that you can withdraw it at any time, and this will have effect from the moment of your retraction. The processing based on your consent before its withdrawal will remain lawful.

You should also be informed that by virtue of Article 25 of the data protection regulation and of the Internal Rules laid down under Decision of the Steering Committee on internal

rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of activities carried out by the European Education and Culture Executive Agency dated 22 October 2020 (published on the Official Journal: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29>), one or several of these rights may be restricted for a temporary period of time inter alia on the grounds of prevention, investigation, detection and prosecution of criminal offences.

## **7. Your right to have recourse in case of conflict on any personal data issue**

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned contact details.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto:eacea-data-protection@ec.europa.eu).

You may lodge a complaint with the European Data Protection Supervisor at any time: [www.edps.europa.eu](http://www.edps.europa.eu).

## **8. On which legal basis are we processing your personal data?**

The Processing of your personal data is based on the following legal basis:

**Art. 5(1)(a)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (to be laid down in Union Law):

- For collecting and processing your data for the purpose of organising and managing the online event.
- For processing of your personal data using the above-mentioned third-party tool(s) used to organise the event.

The applicable legal basis under Art. 5(1)(a) are:

- The Commission Implementing Decision 2021/173 establishing the European Education and Culture Executive Agency;
- The Commission Decision C(2021)951 and its annexes delegating powers to EACEA for the management of programmes in the MFF 2021-2027.
- Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) and repealing Regulation (EU) No 1295/2013

**Art. 5(1)(d)** the data subject has given consent to the processing of his or her personal data for one or more specific purposes:

- First and Last name, image and voice might be shown on screen , if participants decide to join the online event with their personal data and use the microphone/chat/camera in Webex during the event.

Participation to the event is not conditional on your consents above.

Participants to the online event are free to join the event without providing personal data and use, to the extend possible, anonymised data to join (corporate email address without name e.g. [contact@companyname.com](mailto:contact@companyname.com)).

If you do not want your personal data appearing on the screen you are requested to switch-off your camera and microphone.

If you do not want your personal data to be processed by and transferred to the third party tool, you can decide to enter non-personal data when registering to the tool used for the event, and to keep your camera and microphone switched off.

If participants decide to join the online event with their personal data and use the microphone/chat/camera in Webex during the event, they consent to be shown on screen.