



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B - Creativity, Citizens, EU Values and Joint Operations
EACEA.B.1 - Culture

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 agencies¹¹ ("the data protection regulation").

On 29 January 2025, EACEA is organising an on-line info session for the **CREA-CULT-2025-COOP** (COOP2025) call for proposals.

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 B1, Culture.

Email: EACEA-B1@ec.europa.eu

2. For which purpose do we process your data?

Your personal data are collected and used:

- ***For organising and managing the event.*** This event is necessary to inform interested organisations, prospective applicants to the COOP2025 call for proposals managed by the Agency.
- ***Recording of the event:*** the event will be audio and video recorded for the purpose of communication, as a possibility to watch the event if the interested participants cannot attend. The Controller will record video speakers' presentations and their answers to participants' questions. When asking questions, participants can either use video and/or audio, or chat function. If they choose to ask questions using video and/or audio facilities or the chat functionality, participants will be recorded accordingly. Participants are invited to switch off their micro and camera and not to use the chat if they do not want to appear in the recording. This is also applicable for questions. Participants who do not want their personal data processed during the event will have access to the recording of the event on EACEA website at this [link](#), according to the retention period indicated in this DPN.

¹ 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.*

- **Publication:** video recordings of the speakers to the event (including speakers/moderators) and, if any, names and surnames, video recording of participants may be published on EACEA's and / or the European Commission's intranet and external websites, and the images in the recording can be used by the EACEA and the European Commission for communication purposes.

This is because EACEA is mandated by the European Commission to implement the Creative Europe Programme and consequently to inform you about the future call COOP2025 managed by EACEA under the Culture strand of the Creative Europe Programme.

3. Which personal data are processed?

In order to carry out the processing operation, the following data may be processed:

- names, surnames if you indicate these when logging on the WEBEX platform;
- title, first name, last name, position/function and PPT presentations for the internal speakers;
- data on recorded meetings: photos, images, voices, videos and meeting recordings and related consents, including speakers and participants.

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

Access to your personal data is provided to the EACEA staff responsible for carrying out this processing operation and to any authorised staff according to the “need to know” principle. Such staff abide by statutory confidentiality obligations.

The following recipients may also access to your personal data:

- Authorised staff of the European Commission, such as DG EAC;
- DG DIGIT acting as processor for EACEA and its contractor (CISCO) for the use of WEBEX/ web conference service (see [Privacy Statement for WEBEX](#));
- Public access for data published on the EACEA and DG EAC websites (based on consent).

In the context of Webex, your data may be transferred to the UK and the U.S. in certain circumstances as specified in the above Privacy Statement. This transfer is based on the Adequacy Decisions adopted by the European Commission with the U.S. and with the UK respectively.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice, the relevant national judge as well as the lawyers and the agents of the parties in case of legal proceedings, the Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, the European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission (IAS), the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor (EDPS) and the European Public Prosecutor's Office (EPPO).

5. How long do we keep your personal data?

EACEA only keeps your personal data for the time necessary to fulfil the above-mentioned purpose and follows the Common Retention List of the European Commission.(CRL).

- Data relating to the event and its organisation will be kept for maximum 2 years after the closure of the event.

6. How do we protect and safeguard your personal data?

Relevant measures are taken by EACEA to ensure the security of your personal data.

Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed.

Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. Access to your data is done via authentication system on an individual basis through user-ID and password. Your data resides on the servers of the European Commission or clouds, which abide by strict security measures implemented by the European Commission (DG DIGIT) to protect the security and integrity of the relevant electronic assets. EACEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

7. 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 following rights:

- to request to the controller to access the personal data that EACEA holds about you;
- to have your personal data rectified in case your personal data are inaccurate or incomplete;
- to request the erasure of your personal data, when applicable;
- to request the restriction of the processing of your personal data, when appropriate.

You are also entitled to object to the processing of your personal data on grounds relating to your particular situation at any time unless EACEA demonstrates compelling and overriding legitimate grounds or in case of legal claims.

You have to right to data portability.

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal. The withdrawal will have effect from the moment of your retraction. The processing based on your consent before this withdrawal will thus remain lawful.

However, the data controller may restrict the rights of the data subjects based on article 25 of the Data Protection Regulation (in exceptional circumstances and with the safeguards laid down in the Regulation. Such restrictions are provided for in the

internal rules adopted by EACEA and published in the [Official Journal of the European Union](#).²

Such a restriction will be proportionate, limited in time, and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. In principle, you will be informed on the principal reasons for a restriction unless this information may cancel the effect of the restriction. A more specific data protection notice may apply in such case.

8. Contact Information

If you have questions or wish to exercise your rights under the Data Protection Regulation or if you want or to submit a complaint regarding the processing of your personal data, you are invited to contact the Data Controller (see contact details above). You can also contact the Data Protection Officer of EACEA at the following email address: eacea-data-protection@ec.europa.eu.

You may lodge a complaint with the European Data Protection Supervisor at any time: <http://www.edps.europa.eu>.

9. On which legal basis are we processing your personal data?

We process your personal data, because:

- 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 (as laid down in Union Law);
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

The legal grounds to process your data are:

- Council Regulation 58/2003 of 19 December 2002, laying down the Statute for executive agencies to be entrusted with certain tasks in the management of EU programmes;
- Commission Implementing Decision (EU) 2021/173 of 12 February 2021 establishing the European Education and Culture Executive Agency;
- Commission Decision C(2021)951 of 12 February 2021 delegating powers to the European Education and Culture Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture, citizenship and solidarity;

² <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29>

- 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

Consent will apply:

- For publication of audio and video recording of the event on the relevant websites, intranet of the Agency

