



EUROPEAN EDUCATION AND CULTURE  
EXECUTIVE AGENCY (EACEA)

Brussels  
EACEA.A5.002

## **Online Info Session - Quality Label for Humanitarian Aid Volunteering (24 June 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 24 June 2024, EACEA is organising an Online Info Session on the Call for Proposal Quality Label for Humanitarian Aid Volunteering. 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-1000 Brussels.

The person designated as being in charge of the processing operation is the Head of Unit A.5 Erasmus+, European Solidarity Corps: Youth, EU Solidarity and Aid Volunteer.

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

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

##### **Mandatory data for the event organisation:**

- Your contact details, i.e. first name, last name, email address, name and country of your organisation.

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<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*.

**Optional data:**

- Images and voice of the participants, as the event will be audio and video recorded, and images and video recordings of the event will be published on the EACEA website.

Participants are encouraged to provide, to the extent possible, anonymised data to register to the 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 particular for processing registration requests and sending appropriate information to participants such as web-links of the event.

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

- **Recording of the event:** the event will be audio and video recorded for the purpose of publishing the recording of the event on the EACEA website. When asking questions, participants can either use video and/or audio or Microsoft Teams chat function. If they choose to ask questions using video and/or audio, participants will be recorded accordingly. Participants are invited to switch off their micro and camera if they do not want to appear in the recording.
- **Publication of the recording:** the images and video recording of the participants to the event (including speakers/moderators) will be published on the EACEA website to allow potential applicants connecting from all over the world to be informed about the call despite the time difference.

**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.
- European Commission: the Directorate-General for Education, Youth, Sport and Culture (DG EAC).
- Teams will process your data for the purpose of organising and managing the event.
- All the participants that are attending the event and will have access to your name, surname and email address.
- Video and audio recording including participants' personal data (face and voice) will be published and accessible on the EACEA website.

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:**

- Please note that the event will involve the use of Microsoft Teams. The privacy statement can be found on its corresponding record <sup>(2)</sup>. Possible transfer of your personal data by Microsoft Teams outside the EU in accordance with its privacy policy mentioned in their record may occur in specific situations (technical issues). Such transfer will be made based on the adequacy decision for the US (and the standard contractual clauses before the entry into force of the adequacy decision as part of a contract between the service provider and the European Commission).

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

**Mandatory data** relating to the registration process of the event will be kept for 6 months after the date of the event.

**The** video and audio recording will be published on the EACEA website for a maximum of 36 months.

### **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 of 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) / 50(1)(a) 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](#)), 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.

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(<sup>2</sup>) [DPO Public register \(europa.eu\)](#).

## **7. Your right to have recourse on any personal data issue**

In case of question, request on data subject's rights or 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: <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 event. Provision and processing of these personal data is mandatory to attend to the 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) 2021/888 of the European Parliament and of the Council of 20 May 2021 establishing the European Solidarity Corps Programme and repealing Regulations (EU) 2018/1475 and (EU) No 375/2014 (OJ L 202, 8.6.2021).

**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:

- Audio and video recording of the event, and publication on the EACEA website.

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

For online event, if you do not want your personal data appearing into the audio and video recording and being published, you are requested to switch-off your camera and micro.

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