



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°

(N° provided by the Data Protection Officer)

In accordance with Article 31 of Regulation 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*
- Migration from notification to record.*

Creative Europe media Database	
a	Last update of this record (where applicable)
	3/02/2023: Ares(2023)839432
2	Short description of the processing
	The Creative Europe media Database is a tool linked to the eGrant system and allows applicants and beneficiaries of the Creative Europe programme to submit data related to works presented within proposals or projects supported by the programme. These data include information on cast & crew of the related audiovisual works or authors and translators of the related books, including names, role, gender and nationality.
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 Unit(s): EACEA.B.2 EACEA-MEDIA-DB@ec.europa.eu</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 (where applicable)</p> <p>NA</p>
6	<p>Name and contact details of processor (where applicable)</p> <p>DG CNECT.R.3 CNECT-R3@ec.europa.eu CNECT-DATA-PROTECTION-COORDINATOR@ec.europa.eu</p>
7	<p>Purpose of the processing</p> <p>The Creative Europe media Database IT tool aims to extend the eGrant support with extra business specific features and detailed report functionalities. The MEDIA DB IT system is an online platform that enables the collection, processing and dissemination of specific structured data related to the Creative Europe programme. The Creative Europe media DB allows external users to submit their proposal details and allows internal users to assess the submitted and selected projects from the works and related activities perspective. External (applicants and beneficiaries) and internal users (Commission and Agency staff) can retrieve information about produced works.</p> <p>The subject matter is the collection and publication of information on works being part of proposals submitted in the framework of calls for proposals of the Creative Europe programme and of consequent grant agreements for EU funded projects. This includes the collection of personal data in relation to the cast and crew of audiovisual productions (eg, role in the production, name, nationality, gender) or authors and translators of books to be translated.</p> <p>The purpose of the processing is to complement corporate eGrant tools for the evaluation of proposals, the management of grant agreements, the communication and statistics, policy development and networking activities in relation to the programme.</p> <p>Personal data is also processed for the purpose of informing the general public about the Directors of the films funded by EACEA under the Creative Europe Program.</p>
8	<p>Description of the categories of data subjects</p> <p>Whose personal data are being processed? In case data categories differ between different categories of persons, please explain as well (e.g. suspects vs. witnesses in administrative inquiries)</p>

	<input type="checkbox"/> Agency staff (Contractual and temporary staff in active position) <input type="checkbox"/> Visitors to the Agency <input type="checkbox"/> Contractors providing goods or services <input checked="" type="checkbox"/> Applicants <input type="checkbox"/> Relatives of the data subject <input type="checkbox"/> Complainants, correspondents and enquirers <input type="checkbox"/> Witnesses <input checked="" type="checkbox"/> Beneficiaries <input type="checkbox"/> External experts <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Other, please specify: cast & crew of Audiovisual works and authors and translators of books related to grants proposals and projects
9	Description of personal data categories
	<p>Indicate <u>all</u> the categories of personal data processed and specify which personal data are being processed for each category (between brackets under/next to each category):</p> <p>a) Categories of personal data:</p> <input type="checkbox"/> in the form of personal identification numbers <input type="checkbox"/> concerning the physical characteristics of persons as well as the image, voice or fingerprints <input checked="" type="checkbox"/> concerning the data subject's private sphere (gender information). <input type="checkbox"/> concerning pay, allowances and bank accounts <input type="checkbox"/> concerning recruitment and contracts <input type="checkbox"/> concerning the data subject's family <input checked="" type="checkbox"/> concerning the data subject's career <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 type="checkbox"/> concerning telephone numbers and communications <input checked="" type="checkbox"/> concerning names and addresses <input type="checkbox"/> Other: please specify: _____ <p>b) Categories of personal data processing likely to present <u>specific risks</u>:</p> <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>

	<input type="checkbox"/> revealing racial or ethnic origin <input type="checkbox"/> revealing political opinions <input type="checkbox"/> revealing religious or philosophical beliefs <input type="checkbox"/> revealing trade-union membership <input type="checkbox"/> concerning health <input type="checkbox"/> genetic data, biometric data for the purpose of uniquely identifying a natural person <input type="checkbox"/> concerning sex life or sexual orientation d) Specify any additional data or explanatory information on the data being processed, if any: _____
10	<p>Retention time (time limit for keeping the personal data)</p> <p>Indicate the period of storage:</p> <p>Considering that the data are used to verify the eligibility of audiovisual works within the Creative Europe calls, the period of storage is linked to the period of storage of grants information (DUA: 10 years after the closure of the project). This retention period applies to data on applicants and beneficiary having created the files in the database, to the cast&crew related to the audiovisual works and to the authors and translators related to the books.</p> <p>For general information purposes, only the name of the director of the audiovisual works (information that is publicly available on several platforms, including the film itself) and the books' authors and translators is kept until the expiration of the Creative Europe programme. The current Creative Europe programme covers the period 2021-2027. Projects selected in the last programme's year will be closed 2-3 years later. Moreover, if a continuation of the programme is adopted within the next financial framework, as of 2028, the new programme should be considered as continuation of the current one.</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: If the answer is yes, there should be additional Storage and Security details for technical safeguards in place and described in Part 2 sections on Storage and Security.</p>
11	<p>Recipients of the data</p> <ul style="list-style-type: none"> - EACEA Staff - CNECT R.3 IT maintenance team staff - CNECT I.3 Staff - General public (only for name of the Director of the audiovisual work) <p>In addition, in case of control or dispute, personal data can be shared with and processed by the bodies charged with a monitoring or inspection task in application of Union law in compliance with the applicable data protection rules and within the scope of their tasks entrusted by the relevant legislation. This includes, in particular, the following recipients:</p> <ul style="list-style-type: none"> - The European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure; - The European Anti-Fraud Office (OLAF); - The Internal Audit Service of the Commission - The Investigation and Disciplinary Office of the Commission (IDOC) - The European Court of Auditors

	<ul style="list-style-type: none"> - The European Ombudsman - The European Public Prosecutor's Office - EU courts and national authorities
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><u>NA</u></p>
13	<p>General description of the technical and organisational security measures</p> <p>The European Commission's IT systems used by the Agency abide by the Commission's security guidelines. The Agency must comply with Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.</p> <p>1. Organisational measures:</p> <p>A Corporate Local Informatics Security Officer (C-LISO) is in place. Its role includes supervising the Agency compliance with the relevant regulations, and the application of security measures recommend by DIGIT.</p> <p>Organisational measures include appropriate access rights and access control. As a rule within the Agency, access to information systems, the file system or offices are subject to a series of authorisations where the person granting the access is different from the person requesting or authorising the access - except in limited cases of delegation. The responsible person in the unit in charge of this action (processing operation of the current record) collects and places the documents on the secured drives of the Commission and all Agency staff are bound by a confidentiality obligation. The need to know principle applies in all cases.</p> <p>2. Technical measures:</p> <p>State of the art technical cybersecurity measures are implemented in the corporate systems, according to the security needs. Those measures are in constant evolution.</p>
14	<p>Information to data subjects / Data Protection Notice (DPN)</p> <p>The data subjects are informed about their rights and how to exercise them in the form of a privacy statement attached to this record.</p> <p>Publication of the privacy statement: Guidance for Data subjects which explains how and where to consult the privacy statement is available and will be provided at the beginning of the processing operation.</p> <p>The Privacy Statement is available on the home page of the Creative Europe media Database and on the first page an applicant sees when arriving to the database coming from the SEP submission system. Link to home page: https://creative-europe-media-database.eacea.ec.europa.eu/</p>