



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

Brussels
EACEA.

Information Session – Centres of Vocational Excellence – 20 February 2025

Data Protection Notice

The European Education and Culture Executive Agency ("EACEA") is committed to preserving the protection of your personal data. This notice provides information on your rights in relation to data protection and on how your personal data are processed by EACEA in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies¹ ("the Data Protection Regulation").

On 20 February, EACEA is organising an online WEBEX Information Session on the call for proposals 2025 for Centres of Vocational Excellence (CoVE).

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

The controller is the EACEA, BE-1049 Brussels

The person designated as being in charge of the processing operation is the Head of Unit A2.

Email: EACEA-EPLUS-VET@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. 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 the chat box. 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.
- The event will be webstreamed on the following Webex link:
<https://ecconf.webex.com/ecconf/j.php?MTID=m3263a2f7f6548f8ab2cbe3cd35c23d37>

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 the Directorate-General for Education, Youth, Sport and Culture (DG EAC) and the Directorate-General Employment, Social Affairs and Inclusion (DG EMPL).
- DG DIGIT acting as processor for EACEA and its contractor (CISCO) for the use of WEBEX/ web conference service (see [Privacy Statement for WEBEX](#));

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.

The event may be organised using SLIDO to allow participants to interact in accordance with its privacy policy which can be found here: <https://ec.europa.eu/dpo-register/detail/DPR-EC-06687>. Participants not willing to share their personal data with the selected tool can simply reply anonymously.

As SLIDO was acquired by Cisco., personal data may be transferred to Cisco in the US and the U.K. based on the related Adequacy Decisions adopted by the European Commission.

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 and video and audio recording of meetings will be kept for maximum 2 years after the closure date of the event (20 February 2025).

Personal data may be transferred to DG COMM in line with the related record] for archiving and permanent preservation purposes.

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

Relevant organisational and technical 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 relevant 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 bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

Contractors are bound by specific contractual clauses and requirements (confidentiality, etc) for any processing operations of your data on behalf of EACEA, and by data protection obligations deriving from the application of the Regulation and of the General Data Protection Regulation in the EU Member States ('GDPR' Regulation (EU) 2016/679).

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.

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:
<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 (namely by actively switching on the camera and using his/her name in the chatbox, the data subject consent to be recorded.)

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;
- Commission Implementing Decision C(2021) 1939 final of 25/03/2021 on the financing of "Erasmus+": the Union Programme for Education, Training, Youth and Sport and the adoption of the work programme for 2021.

