



Education, Audiovisual and Culture Executive Agency

## **PRIVACY STATEMENT**

### **Erasmus+ Sport Info Day**

The Education, Audiovisual and Culture Executive Agency ("EACEA") is committed to preserving your privacy.

The following Privacy Statement outlines the policies by which EACEA collects, manages and uses the personal data of the concerned individuals registered to the event entitled "**Erasmus+ Sport Info Day**" (hereinafter "the event"), taking place on the **5 February 2019** at Charlemagne Building in Brussels. Information on the event, including this privacy statement, can be found at this web address:

<https://www.eac-events.eu/ereg/newreg.php?eventid=200184777&>

All personal data are dealt with in accordance with the applicable EU data protection legislation, currently Regulation (EC) No 2018/1725 on the protection of personal data by the Community institutions and bodies<sup>1</sup>.

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

The Education, Audiovisual and Culture Executive Agency is the controller,

Person designated as being in charge of the processing operation:

Head of Unit A6: Erasmus+: Sport, Youth and EU Aid Volunteers

Postal address: Education Audiovisual and Culture Executive Agency, Avenue du Bourget 1,  
, BE-1049 Brussels

Email: [eacea-sport@ec.europa.eu](mailto:eacea-sport@ec.europa.eu)

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

The following personal data are processed in relation to the event. This list is exhaustive.

##### **a) Registration of participants**

The data collected when registering [online](#) and further processed are (fields marked with an "\*" are mandatory):

- Information about the Organisation: name of organisation, \* address\*, country\*, fax;

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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/ECText with EEA relevance, OJ L 295, 21.11.2018, p. 39.

- Personal information: name\*, organisation\*, function\*, gender\*, phone\*, e-mail\*.
- Session attended
- For purpose of reimbursement of travel expenses/allowances: information about the form of transport used & hotel\* (mandatory only if the participant has these expenses covered by the Agency).

A list of registrants is drawn up by the subcontractor and sent to the EACEA for validation.

#### **b) Public list of participants**

- **ConnexMe:** All participants are invited to indicate explicitly if they wish to be included in the ConnexMe event networking application. If they wish to be included the information provided in registration form is shared with EVENIUM S.A, which is responsible for ConnexMe. The Terms and conditions of the application is available at:

<https://evenium.net/evenium-net/tos/tos-fr.html>

The following information is made available to participants who give their consent to be included in the ConnexMe event networking application:

- Name, organisation, country, e-mail, session to be attended. Should participants wish these data to appear on the list of participants, they have to tick the appropriate box in the registration form (opt-in option).
- Information on the project: project title, project number (if relevant).

#### **c) Event results ( presentation slides, reports, etc)**

The following information is made available on the event website after the event:

- Speakers' presentations and reports from some participants (often including their name and contact details). A sentence is included in the invitation letter to inform the participants/speakers about this.
- minutes/proceedings of the event.

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

We process your personal data for:

- The primary purpose of the processing of personal data performed in the context of the event is the management/organisation, including management of lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, event follow-up, follow-up events, follow-up actions, news and publications, as well as to provide updates and collect feedback on developments.
- The list of registrants at the event is used for the purpose of organising logistics required for the event and in managing the event (confirmation of participation, security clearance, admission to the event, name badges, transmission of necessary information).
- The public list of participants (ConnexMe) is used for the purpose of assisting participants in networking and possibly identifying potential partners in the context of calls for proposals.
- As the event targets beneficiaries, all completed details received are included in the relevant EACEA project management database for the purpose of further contacts in relation to the management of the beneficiaries' project.

#### **4. On which legal basis do we process your personal data?**

The main legal basis for the processing of personal data is:

- Commission Implementing Decision of 18 December 2013 establishing the 'Education, Audiovisual and Culture Executive Agency' and repealing Decision 2009/336/EC (2013/776/EU): Article 3(a);
- 'Erasmus+': the Union programme for education, training, youth and sport established by Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (OJ L 347 of 20.12.2013, p. 50–73).

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

The controllers will not retain your personal data for longer than necessary to fulfil the purposes outlined in this privacy statement.

Unless you ask for your personal data to be deleted, it will be kept for a maximum of 5 years<sup>2</sup>.

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

For the purposes detailed above, access to personal data is given to the following persons:

- The full set of data will be transmitted to internal authorised Agency staff on a need-to-know basis.
- On a need-to-know basis, staff of the contractor (acting as data processor on behalf of the Agency). The service provider concerned is **Cecoforma**.

The public list of participants and data included therein are distributed to participants at the event via the CONNEXMe application. Participants to this event are sport stakeholders.

#### **7. How do we protect your personal data?**

The controller and its contractor ensure an appropriate level of security for the protection of your personal data through the adoption of technical and organizational measures, such as for example data access management and encryption.

#### **8. How can you exercise your rights, such as the right of access and rectification of data concerning you?**

You have the right to:

- Request to access the personal data we have on you;
- Request a rectification of your personal data;
- Request the erasure of your personal data;
- Request the restriction of the processing of your personal data;
- Object to the processing of your personal data;

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<sup>2</sup> In line with Common Conservation List (CCL), SEC (2007) 970 adopted by the Commission on 04/07/2007, Annex 1, p. 23, point 12.5.3.

- Request for your data to be transferred to another organization in commonly used machine-readable standard format (data portability);
- Withdraw your consent at any time.

To exercise your rights, please contact the controllers as indicated under 1 above by explicitly specifying your request.

#### **9. 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 controllers at the above mentioned address and functional mailbox.

You can also contact EACEA's Data Protection Officer 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: Website <http://www.edps.europa.eu>.