



Grant Holders meeting of European Cooperation projects
17 and 18 September 2025

1. 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 the 17th and 18th September 2025, EACEA is organising the Grant Holders meeting for the European Cooperation projects in situ at Area 42, 46 rue des Palais - 1030 Brussels.

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

The controller is EACEA, BE-1049 Brussels

The person designated as being in charge of the processing operation is the Head of Unit - EACEA B1 Culture

The contact Email address is: EACEA-B1@ec.europa.eu.

2. For which purpose do we process your data?

Your personal data are collected and used to:

- **Organise** the event (which include registration, sending the agenda, collecting enrolment, sharing link(s) to meetings, setting-up catering, sending feedback form etc.)
- **Share** the participants' list with other participants in order to assist participants in networking and possibly in identifying potential partners in the context of calls for proposals. This list of participants will be sent to pre-registered participants prior to the event.
- **Take photos** of participants during the event, including speakers/moderators, for the purpose of communication. Participants including speakers/moderators, who do not want to be photographed, will be able to participate to the event and they will wear a specific badge to allow the photographer to recognise them.
- **Publish** photos taken during the event of the participants (including speakers/moderators) on EACEA's and /or the European Commission's intranet and external websites, as well as official European Commission's social media accounts.

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.

- **Share** with the registered participants and **publish** the picture and brief description of professional profile (Bio) of the experts/speakers, their PPT presentations on the event's website page, for the purpose of communication.

This is because EACEA is mandated by the European Commission to implement the Creative Europe Programme and to support beneficiaries in the implementation of their projects

Your personal data will not be used for an automated decision-making including profiling.

3. Which personal data are processed?

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

- First name
- Last name
- Email-address
- Phone number
- Photos taken during the event and related consent
- Diet requirements and accessibility requirements to enter into a building and related consent
- Project title, acronym and number for which the data subject works
- Organisation (name and country) / place of work
- Type of Cultural and Creative Sector of the data subject
- Picture and brief description of the professional profile as well as the presentations (if applicable) of the experts/speakers

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;
- Authorised staff of the EACEA contractor acting as processor: Netcompany-Intrasoft / Cecoforma that abide by contractual confidentiality requirements. For more information on how your data may be processed by them, please have a look at their privacy statement <https://www.cecoforma.com/terms-and-conditions>. Please note that only the data mentioned in this data protection and in line with the conditions stipulated herewith are processed by the contractor;
- Other participants of the event based on consent for sharing participants' list;
- Public access for data published on [Grant Holders' Meeting European Cooperation Projects](#) website.

Your data may also be processed via EU Survey in line with the following privacy statement: <https://ec.europa.eu/eusurvey/home/privacystatement>.

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 (registration, website, etc.) will be kept for maximum 2 years after the closure of the event.

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.

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: <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;
- 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:

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

- For sharing participants lists with other participants;
- For publishing photos of participants during the event on EACEA's and /or the European Commission's intranet and external websites, as well as official European Commission's social media accounts;
- For sharing with the registered participants and publishing the picture and brief description of professional profile (CVs) of the experts/speakers, presentations on the event's website page.

The following special category(ies) of personal data are being processed: health data (diet requirements and accessibility requirement to enter into a building), because

- the data subject has given explicit consent to the processing for one or more specified purposes.