



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B - Creativity, Citizens, EU Values and Joint Operations  
**EACEA.B.1 - Culture**

### European Cooperation projects Grant Holders' meeting on 20 and 21 November 2024

## **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 agencies<sup>1</sup> ("the Data Protection Regulation").

On the 20<sup>th</sup> and 21<sup>st</sup> of November 2024, 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 Email: [EACEA-B1@ec.europa.eu](mailto:EACEA-B1@ec.europa.eu).

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

Your personal data are collected and used to **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-link of the event page, giving access to the event, as well as a feedback form.

The purpose of the processing is also for:

- **Sharing the participants' list with other participants**: assist participants in networking and possibly 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. This list will contain the following information: name, organisation, country, e-mail, phone number, action name and cultural/creative sector.

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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.

- **Taking photos and Publication:** photos taken during the event, images of the participants to the event (including speakers/moderators) may be published on EACEA's and /or the European Commission's intranet and external websites, as well as official European Commission's social media accounts and the images in the recording can be used by the EACEA and the European Commission for communication purposes.
- **For experts/ speakers – sharing/publication** of their PPT presentations on the event's website page.
- **For experts/ speakers:** sharing of their picture and brief description of professional profile (CV) on the event website's page.
- Personal data can be transferred to DG COMM for archiving and permanent preservation purposes, under the following record: <https://ec.europa.eu/dpo-register/detail/DPR-EC-00074.1>

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
- Special needs: health data (for example diet requirements and accessibility requirements to enter into a building) and related consent
- Project title, acronym and number
- Organisation name
- Organisation country
- Organisation name
- Type of Cultural and Creative Sector
- For experts/ speakers: sharing of their picture and brief description of their professional profile (CV) as well as their PPT presentations (if applicable)

### **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 (DG EAC, CNECT, COMM, etc)
- Authorised staff of the EACEA contractor(s) acting as processor(s): 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(s)

- Event participants for the contact details, which will be disclosed to participants (upon consent of the data subjects) for networking purposes.
- Public access for data published on the event website's page <https://www.ceculturecoopgrantholdersmeeting.eu/en> for experts/ speakers who have agreed to share their picture and brief description of their professional profile .

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). Mandatory data relating to the registration process of the event will be kept for 3 months after the date of the event. However, for data transferred to DG COMM, data may be kept for a longer period for historical, statistical or scientific purposes with the appropriate safeguards in place.

## **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, 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 also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

EACEA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition 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 right to request to the controller to access the personal data that EACEA holds about you and to have your personal data rectified in case your personal data are inaccurate or incomplete.

Where applicable, you have the right to request the erasure of your personal data and to restrict the processing of your personal data.

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.

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](#).<sup>2</sup>

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](mailto: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 applicable legal basis under Art. 5(1)(a) of the Data Protection Regulation are:

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

- 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) 2021/818 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

The following special category(ies) of personal data is (are) being processed on the basis of Art. 10 of the Data Protection Regulation: health data (diet requirement, accessibility requirement to enter into a building)

This is because:

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