EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

Brussels

EACEA.B2

**INNOVLAB 2025 call for proposals info day**

**Data Protection Notice**

The European Education, and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies1[[1]](#footnote-1) ("the data protection regulation").

On 16 January 2025, EACEA is organising an info session for theINNOVLAB call for proposals. The following Data Protection Notice outlines the policies by which EACEA collects, manages and uses the personal data of the concerned individuals within the online event.

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

The controller is the European Education and Culture Executive Agency, BE-1049

Brussels.

The person designated as being in charge of the processing operation is the Head of Unit B2.

Email: eacea-cross-innovlab@ec.europa.eu

1. **Which personal data are processed?**

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

**•** names & surnames;

• function;

• contact details (e-mail address)

• IP address

• data on recorded meetings: photos, images, voices, videos and meeting recordings and related consents, especially for speakers.

1. **For which purpose do we process your data?**

Organising and managing the event: the primary purpose of the collection of personal data is for the organisation of this event. This event is necessary to inform stakeholders about future calls for proposals managed by the Agency.

In addition, the purpose of the processing is also for:

* + - ***Recording of the event***: the event will be audio and video recorded for the purpose of communication. We will record on video speakers’ presentations and their answers to participants’ questions. When asking questions, participants can either use video and/or audio, or chat function. If they choose to ask questions using video and/or audio or chat, 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.
		- ***Publication*:** images and video recordings of the speakers to the event (including speakers/moderators) and, if any, images and video recording of participants may be published on EACEA’s and / or the European Commission’s intranet and external websites, and the images in the recording can be used by the EACEA and the European Commission for communication purposes.

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

Access to your personal data may be given on a need-to know basis to the following recipients:

* + EACEA: authorised staff members in charge of the processing.
	+ European Commission: relevant DGs in particular the Directorate-General for Communications Networks, Content and Technology (CNECT) and DG Informatics (DG DIGIT) acting as processor for EACEA and its contractor (CISCO) for the use of WEBEX/ web conference service (see [Privacy Statement for WEBEX)](https://ec.europa.eu/dpo-register/detail/DPR-EC-05006.4);
	+ General public access for data published on the EACEA and EC websites (based on consent)
	+ 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 may be based on Standard Contractual Clauses or on the Adequacy Decisions adopted by the European Commission with the U.S. and with the UK respectively.

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)[.](https://ec.europa.eu/info/sites/default/files/web_conference_privacy.2021_.pdf)

1. **How long do we keep your personal data?**

Video and audio recording will be published on the intranet/website of EACEA/EC during a maximum of 4 months after the event, further kept for 2 years after the date of event and then deleted

1. **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 access the personal data EACEA holds about you;
	+ Request a rectification of your personal data where necessary;
	+ Request the erasure of your personal data;
	+ Request the restriction of the processing of your personal data;

For the processing of your personal data which is based on public interest under of Article 5(1)(a) of the data protection regulation, please note that you have the right to object to processing of your personal data on grounds relating to your particular situation under the provisions of Article 23 of the data protection regulation.

For the processing of your personal data which is based on your consent under Article 5(1)(d) of the data protection regulation, please note that you can withdraw it at any time, and this will have effect from the moment of your retraction. The processing based on your consent before its withdrawal will remain lawful.

You should also be informed that by virtue of Article 25 of the data protection regulation and of the Internal Rules laid down under Decision of the Steering Committee on internal rules concerning restrictions of certain rights of data subjects in relation to the processing of personal data in the framework of activities carried out by the European Education and Culture Executive Agency dated 22 October 2020 (published on the Official Journal: [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021Q0317%2801%29), one or several of these rights may be restricted for a temporary period of time inter alia on the grounds of prevention, investigation, detection and prosecution of criminal offences.

1. **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 at any time:

http://[www.edps.europa.eu.](http://www.edps.europa.eu/)

1. **How do we protect and safeguard your personal data?**

Relevant measures are taken by EACEA to ensure the security of your personal data, namely:.

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

1. **On which legal basis are we processing your personal data?**

The Processing of your personal data is based on the following legal basis:

**-Art. 5(1)(a) of the data protection regulation;** 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 (to be laid down in Union Law):

The applicable legal grounds are**:**

* 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
* And Art. 5(1)(d) of the data protection regulation, the data subject has given consent to the processing of his or her personal data for one or more specific purposes:
* Publication on the Internet/Intranet of the Audio and Video recording of the event on EACEA and EC websites.
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.* [↑](#footnote-ref-1)