



Education, Audiovisual and Culture Executive Agency

Erasmus Mundus & External Cooperation

## PRIVACY STATEMENT

### for processing of personal data in the context of the Erasmus Mundus programme and the intra-ACP academic mobility scheme

#### 1. CONTEXT AND CONTROLLER

The Education, Audiovisual and Culture Executive Agency ("EACEA") is dedicated to respecting the privacy of natural persons participating in grant award procedures. As the management of the mobility projects will require the recording and further processing of personal data in the EACEA Mobility Database by the project promoters, all personal data are dealt with in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data<sup>1</sup>. The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data in the context of managing of mobility projects.

Erasmus Mundus funds joint programmes, partnerships and promotional projects. The first two types of projects manage mobility and EU-funded scholarships. Intra-ACP academic mobility scheme also funds partnerships of higher education institutions with mobility through EU-funded scholarships.

Regarding the collection and processing of personal data, the project promoters have been instructed to inform the persons participating in mobility about the database and give reference to this document.

The **Controller** of the processing operation is:

The Head of Unit P4 - Erasmus Mundus & External Cooperation

Education Audiovisual and Culture Executive Agency

Avenue du Bourget 1, BOUR, BE-1140 Brussels

[Eacea-erasmus-mundus@ec.europa.eu](mailto:Eacea-erasmus-mundus@ec.europa.eu) / [eacea-intra-acp@ec.europa.eu](mailto:eacea-intra-acp@ec.europa.eu)

#### 2. WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE AND THROUGH WHICH TECHNICAL MEANS?

##### 2.1. Categories of personal data

Personal data collected and further processed concern the persons who have participated in mobility in the context of the programmes mentioned above. The mobility flows are registered in the Mobility database. The following personal data of the participants is collected and further processed:

Some fields are **mandatory**, others are optional (optional means failure to reply will not have any adverse consequences on your application):

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<sup>1</sup> [Regulation \(EC\) No 45/2001](#) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, OJ L8 of 12.1.2001, p. 1.

- **Contact data**, such as: Family name, First name, Address, Postal code, City, Country of residence , Nationality , Email, Phone, Life partner (only Yes/No), Children (number), Gender, Year of birth
- **Data related to the course and scholarship**, such as, Course title, Category of scholarships, Type of person (Student/scholar/PhD candidate), Institution delivering previous degree, University of origin, Country of university of origin, Institutions visited, Arrival date in host institution, Departure date from host institution

In addition, during the mobility phase, consortia are requested to report on:

- The number of payments
- The amounts received by recipients
- The number of ECTS obtained
- Graduation date
- Name of degree obtained
- Type of degree
- Mobility data (time periods spent with each partner institutions and activity)

## 2.2. Purpose

The processing of personal data by the system is necessary for:

- the efficient management of partnerships and consortia by the Agency, in particular for the financial follow-up and monitoring of the grant agreements.
- the collection of statistics which are published on Internet and which feed into the political priority-setting and policy initiatives taken by the Commission. The Agency receives also many information requests by Commission services and Delegations for statistics. The statistical information only contains anonymous information on the nationality and the gender of the individuals included.
- In order to support an alumni association of all students (European or third-country nationals), a limited set of personal data (such as names and emails) is transferred to the European Commission. This concerns beneficiaries who are awarded scholarships under the above-mentioned programmes.

## 3. WHO HAS ACCESS TO YOUR PERSONAL DATA AND TO WHOM MAY IT BE DISCLOSED?

The following parties have access to your personal data:

- **EACEA**: Administrator profile: IT staff makes required technical changes necessary to set parameters etc. Manager profile: Staff members of the relevant units at the Agency for purposes of management of the grant agreements, for managing the student/staff selection procedure and for making statistics.
- **Coordinator profile**: the coordinator of the consortium/partnership benefiting from the grant. They have access to the data concerning their own project (data they have introduced themselves) and are obliged to use the system in order to feed new data/ update data on mobility of the individuals into the system and to prepare progress and final reports to the Agency.

- **European Commission:** Limited set of data will be transferred to the European Commission for the purposes of supporting an alumni association under Erasmus Mundus. One person within the mirror unit in DG EAC (Unit C.4) has also a read only access in order to monitor programme implementation as stated above. A limited set of data is sent to EU Delegations in countries outside the EU to enable them to assist with students' visa requests or to arrange pre-departure briefings.
- **African Union Commission and ACP Secretariat:** Limited set of data will be transferred to these bodies for information purposes on scholarships awarded.
- In case of control or dispute the bodies charged with a monitoring or inspection task in application of Union law (e.g. Internal Audit Service, Internal Audit Capacity, European Commission, OLAF, EU Ombudsman, EU Courts etc.).

#### **4. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?**

The collected personal data and all related information are stored on the premises of the EACEA and on servers of a computer centre of EACEA. The EACEA premises and operations of all computer centres abide by the Commission's security decisions and provisions established by the Security Directorate of Directorate General Human Resources and Security.

#### **5. HOW CAN YOU ACCESS, RECTIFY OR DELETE YOUR INFORMATION?**

In case you wish to verify which personal data is stored on your behalf by the responsible Controller, have it modified, rectified, or deleted, please make use of the above mentioned contact information, by explicitly describing your request.

#### **6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

Your personal data are kept for the following periods<sup>2</sup>:

- Files relating to grant procedures, including personal data, are to be retained in the service in charge of the procedure until it is finalised, and in the archives for a period of 10 years after the closure of the project.
- Until the end of a possible audit if one started before the end of the above mentioned period.
- After the period mentioned above has elapsed, the files containing personal data are sampled to be sent to the historical archives of the Commission for further conservation. The non-sampled files are destroyed.

#### **7. CONTACT INFORMATION**

For any questions on your rights and the exercise of your rights related to the processing of personal data (like access and rectification of your personal data), feel free to contact the above mentioned Controller by explicitly specifying your request.

#### **8. RECOURSE**

In case of conflict on any Personal Data Protection issue you can address yourself to the Controller at the above mentioned address.

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)

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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.11, point 7.1.2, 7.1.3 and p. 23, point 12.6.1.

Should the conflict not be resolved by the Controller or the Data Protection Officer you may lodge a complaint with the European Data Protection Supervisor at any time:

Website: <http://www.edps.europa.eu>; E-mail: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

## **9. LEGAL BASES OF THE PROCESSING**

Commission Decision 2009/336/EC of 20 April 2009 setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) No 58/2003: Article 4 .

Commission Decision C(2009) 3355 of 6 May 2009 delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to the performance of tasks linked to implementation of the Community programmes in the fields of education, audiovisual and culture, comprising in particular implementation of appropriations entered in the Community budget: Articles 4 and 6.

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities and Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities: in particular Article 109 and Articles 114-116 on the award procedure for grants.

COMMISSION REGULATION (EC, EURATOM) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357, 31.12.2002, p. 1), as subsequently amended ('Implementing Rules'): in particular Articles 173-178.

Decision No 1298/2008/EC of the European Parliament and of the Council of 16 December 2008 establishing the Erasmus Mundus 2009-2013 action programme for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with third countries (OJ L 340, 19/12/2008).

Commission Decision of 22/12/2010 on the Annual Action Programme 2010 in favour of Intra-ACP Cooperation to be financed from the 10th European Development Fund (C(2010) 7243 final)