



Privacy statement

The Education, Audiovisual and Culture Executive Agency ("EACEA") is committed to preserving your privacy. All personal data are dealt with in accordance with Regulation (EC) No 45/2001 on the protection of personal data by the Community institutions and bodies¹.

The following Privacy statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the processing of requests for information.

Purpose of the service

The EACEA contact form is an information service for individuals and organisations, providing direct, personalised answers to questions on programmes managed by the Agency.

The data will be processed only to respond to queries (such as from potential applicants, beneficiaries, candidates for recruitment, researchers etc) by the designated staff members, and will be kept for a limited period to provide a record to ensure good administrative practices.

Which data do we process?

Your personal data are collected and further processed only to the extent necessary to give you an answer: name, surname, e-mail address, name of organisation.

Who has access to your information - Who is it disclosed to?

EACEA staff in charge of the EU programmes, or other area, you are interested in.

If necessary for the reply or follow-up of the request, data may be transferred to the responsible Agency department or to other parties, such as the European Commission.

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 Courts etc.).

No personal data is shared with third parties.

¹ 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.

Controller of personal data

The Contact form is operated under the responsibility of the Controller,
Head of Unit "Human resources, administration and communication"
Avenue du Bourget 1, BOUR
BE-1049 Brussels
Email: eacea-info@ec.europa.eu

Exercise of your rights

To exercise your rights, such as the right of access to your personal data and to rectify inaccurate or incomplete data, please send us a message to eacea-info@ec.europa.eu. You will receive a reply within 15 working days.

How long is your data kept?

The emails and related data are stored as long as necessary to respond to them, and depending on the substance, for any follow-up that may be needed.

Maximum: 2 years.²

Right of recourse

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above mentioned address and functional mailboxes. You can also contact EACEA's Data Protection Officer at the following email address:

eacea-data-protection@ec.europa.eu.

Should the conflict not be resolved by the Controller, 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.

Additional information

In addition to this privacy statement, this [legal notice](#) applies.

² In line with the Common Conservation List SEC (2012)713, Annexe 1, page 20, point 9.6.2.