

SERVICE SPECIFIC PRIVACY STATEMENT

Tempus Programme – Tempus Database (TDB)

1. Tempus Database (TDB)

As this database of the Education Audiovisual and Culture Executive Agency ("Agency") is used for the collection and further processing of personal data, it is subject to Regulation (EC) 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 data¹.

The Tempus database is not used anymore for the current Tempus IV programme and is only used for dealing with files related to the Tempus III programme (last call for proposals launched in 2006 – no project will be active anymore beyond 2012).

TDB offers a computerized framework in order to monitor projects' implementation and manage the grant agreements of the Tempus III programme. Data related to applications for a grant have been encoded and registered into TDB. Data are used in order to prepare amendments when necessary and for analysing project reports and results. All processing operations thereof are under the responsibility of the following Controller: the Head of Unit Tempus and relations with industrialised countries.

2. What personal information do we collect, for what purpose and through which technical means?

Identification Data

The data collected and further processed are:

- Information about the applicant institutions: including name of institution, type of institution, country, institution contact details: name of legal representative and contact person.
- Personal information: First Name, Name and function of representative; phone number, e-mail address and fax number.
- Opinion, recommendation and comment drafted by the Agency staff about the performance of the project.

All completed details received will be included in the Tempus Database. The purpose of the collection of personal data for TDB is to enable the Agency to monitor the implementation of the project and to manage the grant agreement.

Technical information

The information is provided by representatives of applicant institutions and other bodies involved in the project by completing and submitting an application form. This database is run by the Agency. The information is collected in a database and it is available to Agency personnel, exclusively to Unit P10 users (*see point 3.*) for further processing, under the responsibility of the controller mentioned in point 1.

¹ OJ L8 of 12.1.2001, p. 1.

3. Who has access to your information and to whom is it disclosed?

For the purposes detailed above, access to personal data is given to the following persons, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community law:

- Full set of data: Internal authorised Agency's staff (Unit P10 staff and IT team).
- For information and follow-up purposes: project information including personal data may be transferred to EU Delegations (when existing) in the Tempus partner countries,
- For evaluation, implementation and monitoring purposes: National Tempus Offices in the Tempus partner countries and/or National Contact points in the 27 EU Member States. Some basic information may also be shared with representatives of a Ministry of National Education in the Tempus partner countries when involved in a project as a partner.
- In case of control or dispute, the bodies charged with a monitoring or inspection task in application of Union law like supervisory instances of EACEA (i.e. Internal Audit Service, Internal Audit Capacity, European Commission, European Court of Auditors, OLAF etc.) and the judicial authorities (i.e. EU Courts, Ombudsman etc.).

Moreover, the personal data may be disclosed in the conditions laid down by Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents².

4. How do we protect and safeguard your information?

The collected personal data and all related information are stored on secured servers of the Agency. All operations are under the Commission's security directives and provisions established by the Directorate of Security for this kind of servers and services.

5. How can you verify, modify 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, corrected, or deleted you may do this by sending an e-mail to the following address:

EACEA-TEMPUS-PROJECT- MANAGEMENT@ec.europa.eu

² OJ L 145 of 31.5.2001, p. 43. This Regulation is applicable to the Agency by virtue of Article 23 of Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes (OJ L 11 of 16.1.2003, p. 1).

6. How long do we keep your data?

Your personal data will be kept and used for the management of the project cycle: i.e. selection until final payment on beneficiary's bank account. For audit, management, statistical and historical needs, the data will be kept in the database for 5 more years (after the end of the year of the final payment).

7. Contact Information

For any questions on your rights, please feel free to contact the Controller, explicitly specifying your request via the following contact information:

The Head of Unit Tempus and Bilateral Cooperation with Industrialised Countries
Education Audiovisual & Culture Executive Agency
Avenue du Bourget 1
BOUR 2/17
BE-1140 Brussels
EACEA-TEMPUS-PROJECT-MANAGEMENT@ec.europa.eu

8. 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 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.

9. Legal basis

The legal basis of the processing of the personal data is Article 4 of 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 58/2003³.

The Tempus III programme (2000-2006) is established by the Council Decision 1999/311/EC of 29 April 1999 adopting the third phase of the trans-European cooperation scheme for higher education (Tempus III), (OJ L 120, 8.5.1999).

³ OJ L 101 of 21.4.2009, p. 21.