



CBHE Grant Holder Meeting 2023

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 ("the data protection regulation").

On 7-8 February 2023, EACEA is organising the **CBHE Grant Holder Meeting 2023**. The following Data Protection Notice outlines the policies by which EACEA collects, manages and uses the personal data of the concerned individuals within the organisation, implementation and evaluation of the 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: Barbara Gessler, EACEA.A.4 - International Capacity Building
Email: EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

Which personal data are processed?

Mandatory data for the event organisation:

- First and Last Name;
- Function;
- Name of the Organisation;
- Email address;
- Country;
- images and voice of the participants as the event will be webstreamed / audio and video recorded on the [Event Platform Built for Networking \(b2match.com\)](https://b2match.com) and [BeyondLive | Virtual Events Platform | Beyond Live | BeyondLiveX.com](https://beyondlive.com) and images and video recordings of the event may be published on the specific Microsoft TEAMS channel for Erasmus National Focal Point (ENFP), National Erasmus Offices (NEO) and International Contact Points (ICPs) and on the event webpage.

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*.

2. 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 the given event, in particular for processing registration requests and sending appropriate information to participants such as web-links of the event as well as a feedback form.

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

- **Recording of the event:** the event will be audio and video recorded for the purposes of communication/note taking/rendering information accessible beyond the event date. 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 a chat function. If they choose to turn on or ask questions using video and/or audio, participants will be recorded accordingly.
- **Web streaming:** the event will be web streamed on the following websites: [Event Platform Built for Networking \(b2match.com\)](#) and [BeyondLive | Virtual Events Platform | Beyond Live | BeyondLiveX.com](#)
- **Publication:** images and video recordings of the participants to the event (including speakers/moderators) may be published on the above-mentioned MS TEAMS channels and on the webpage of the event (<https://grant-holders-meeting-erasmus.b2match.io/page-1881>).

3. 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: Staff members of the unit of the controller, Director and Heads of Department
- European Commission: relevant DGs in particular the Directorate-General for Education, Youth, Sport and Culture (DG EAC), Directorate-General for International Partnerships (DG INTPA)
- Third party tools used to organise and manage the event: Beyond, b2match, Microsoft, and Slido
- Designated staff of the external contractor/company (INTRASOFT International S.A.) who is processing personal data on behalf of the Agency for the purpose of this event
- Members of the MS TEAMS channel where the recording will be published, namely the Erasmus National Focal Point (ENFP), National Erasmus Offices (NEO) and International Contact Points (ICPs)
- The general public as the recording will be made publicly available on the above mentioned website.

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, European Commission, OLAF, EU Courts etc.).

Use of a video conferencing tool/third party tool: please note that the following third party tools will be used:

- Beyond ([BeyondLive](#) | [Virtual Events Platform](#) | [Beyond Live](#) | [BeyondLiveX.com](#)) will process your data as separate controller for the purpose of organising and managing the event, in accordance with its privacy policy which can be found here: [Privacy Policy](#) | [BeyondLive \(beyondlivex.com\)](#).
- B2match will process your data as separate controller for the purpose of carrying out the web streaming on the following website [Event Platform Built for Networking \(b2match.com\)](#). For this purpose, your personal data will be processed in accordance with its privacy policy: [Privacy Policy \(b2match.com\)](#)
- We draw your attention to international transfers of your personal data outside the EU/EEA which might be carried out by these two above mentioned platforms in accordance with their respective privacy policy which we invite you to read.
- Slido: to allow participants to interact and ask questions. Your personal data used for your participation to the event will also be processed by this tool, in accordance with its privacy policy which can be found here: <https://ec.europa.eu/dpo-register/detail/DPR-EC-06687>. Participants not willing to share their personal data with Slido can simply use it by using their organisation's name or other anonymous data to submit questions via the tool.

In addition, personal data will be processed by Microsoft Teams: images and video recordings of the event may be published on the specific Microsoft TEAMS channel for ENFP, NEO and ICPs. HYPERLINK "<https://ec.europa.eu/dpo-register/detail/DPR-EC-04966>" Please note that in order to deliver the service, Microsoft Teams might transfer your personal data outside the EU in accordance with their privacy policy (). For Microsoft Teams, such transfer will be made based on standard contractual clauses as part of a contract between the service provider and the European Commission. You can obtain more information on it by contacting the data controller at the above-mentioned email address.

4. How long do we keep your personal data?

Mandatory data relating to the Registration process of the event will be kept for 12 months² after the closure of the event. However, we may keep information identifying you for a longer period for historical, statistical or scientific purposes with the appropriate safeguards in place.

Video and audio recording will be published on the specific Microsoft Teams Channel and on the project webpage. They will remain available until the end of the Erasmus+ Programme 2021-2027 in the Microsoft Teams Channel and for 12 months after the closure of the event on the event webpage.

² In line with Common Conservation List (CCL), SEC (2007) 970 adopted by the Commission on 04/07/2007, Annex 1, p. 23, point 12.5.3

5. 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;
- Request to receive or to have your data transferred to another organization in commonly used machine readable standard format (data portability).

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) 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>), 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.

6. Your right to have recourse in case of conflict on any personal data issue

In case of conflict on any personal data protection issue you can address yourself to the Controller at the above-mentioned contact details.

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>.

7. 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) 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):

- Registration to the event (collecting and processing your data for the purpose of organising and managing the event. Provision and processing of these personal data is mandatory to attend to the event.)
- Management of the event
- For processing of your personal data using the above-mentioned MS Teams and Slido third-party tools used to manage the event.
- Follow up actions after the event, including the satisfaction survey
- Dissemination of the images and video recordings of the event may be published on the specific Microsoft TEAMS channel and on the webpage of the event,
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The applicable legal basis under Art. 5(1)(a) 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) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013

Art. 5(1)(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes: audio and video recording of the event.

If you do not want your personal data appearing into the audio and video recording and being published, you are free to switch-off your camera and micro.