



## **Creative Europe – Culture – Kick-off meeting 2020 - Online Registration**

### **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 (EU) No 2018/1725 on the protection of personal data by the Union institutions, bodies, offices and agencies<sup>1</sup> ("the data protection regulation").

The following Privacy Statement outlines the policies by which the EACEA collects, manages and uses the personal data of the concerned individuals within the context of the online event "Creative Europe – Culture – Kick-off meeting 2020" ("the event") taking place on 22 October 2020.

Information on the event, including this privacy statement, can be found at this web address: <https://www.eac-events.eu/cooprojandwestbalkans2020>. The web page contains an online electronic registration form for the above mentioned event. While completing the registration your personal data will be collected and further processed for the purposes detailed hereafter under points 2 and 3.

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

The controller is the Education Audiovisual and Culture Executive Agency, Avenue du Bourget 1, BE-1049 Brussels.

The person designated as being in charge of the processing operation is the Head of Unit-B1: Creative Europe-Culture

Email: [EACEA-B1@ec.europa.eu](mailto:EACEA-B1@ec.europa.eu)

#### **2. Which personal data are processed?**

The personal data indicated below are necessary for the organisation and management of the event. They will be provided by you during your registration and will be processed for the purposes of this processing operation:

<b>First name</b>	<b>mandatory</b>
<b>Family name</b>	<b>mandatory</b>
<b>Email Address</b>	<b>mandatory</b>
<b>Function</b>	<b>mandatory</b>
<b>Organisation name</b>	<b>mandatory</b>
<b>Project number and Project title</b>	<b>mandatory</b>
<b>Post code and City</b>	<b>optional</b>

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<sup>1</sup> 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.

<b>Country</b>	<b>mandatory</b>
<b>Are you familiar with EU funded projects</b>	<b>mandatory</b>

### **3. For which purpose do we process your data?**

The primary purpose of the collection of personal data is for the organisation of the online event.

The data is collected in order for the participants to receive the link to the web streaming and the link to the feedback form. The data will also be collected for anonymous statistical purposes.

The List of Participants attending the event is used for organising the logistics required for the event and in managing the event (confirmation of participation, transmission of necessary information) and to assist participants in networking and possibly identifying potential partners in the context of calls for proposals.

The data collected when registering online and further processed are:

- Contact details, such as information about the organisation: name of organisation, address, post code, city, country, personal information: name, organisation, function, phone, e-mail.

Public list of participants: All participants are invited to indicate explicitly if they wish their e-mail address to appear in a public list of participants (ticking this box is completely voluntary). The purpose of the public list of participants is to facilitate networking and the identification of potential partners in the context of calls for proposals. This list of participants will be sent to pre-registered participants prior to the event. This list will contain the following information:

- Name, organisation, country, e-mail

Furthermore, the following information is made available on the event website after the event:

- Speakers' presentations and other relevant documents
- Audio/video recordings and live web streaming

As the event targets beneficiaries, all completed details received are included in the relevant EACEA project management database for the purpose of further contacts in relation to the management of the beneficiaries' project.

### **4. 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 Unit Creative Europe- Culture (B1)
- EACEA Unit Human Resources sector Communication (R1)
- EACEA's external contractor Cecoforma providing communication services, including organisation of events, in the framework of the Creative Europe programme
- European Commission, DG EAC

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.).

### **5. How long do we keep your personal data?**

Data relating to the event will be kept for 1 year after the last action in relation to the event.

### **6. 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 we have on 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;
- Object to 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);
- Withdraw your consent at any time.

To exercise your rights, please contact the controller as indicated under point 1 above by explicitly specifying your request.

### **7. 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 address and functional mailbox mentioned under point 1.

You can also contact the Data Protection Officer of EACEA at the following email address: [eacea-data-protection@ec.europa.eu](mailto: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>.

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

The Agency is processing personal data on the basis of Article 5(1)(a) and (d) of the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018:

(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):

- Commission Implementing Decision of 18 December 2013 establishing the ‘Education, Audiovisual and Culture Executive Agency’ and repealing Decision 2009/336/EC (2013/776/EU): Article 3(a);
- Regulation N° 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme<sup>2</sup>.

(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes in the context of the online event "Creative Europe – Culture – Kick-off meeting 2020".

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<sup>2</sup> Regulation N° 1295/2013 of the European Parliament and of the Council, on establishing the Creative Europe Programme is published in the Official Journal of the European Union on 20 December 2013 (OJ L 347, p.221) and Corrigendum to Regulation (EU) No 1295/2013 published in the Official Journal of the European Union on 27 June 2014 (OJ L 189, p.260).